

MUNICIPALITY OF SIOUX LOOKOUT  
ADMINISTRATIVE PROCEDURE NO. 3-13

SUBJECT:           **PROGRESSIVE DISCIPLINARY ACTION**

SECTION:           Personnel

APPLIES TO:       All Employees

EFFECTIVE:         June 1, 2009

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**13.1   PROGRESSIVE DISCIPLINARY ACTION**

Department Heads, in conjunction with the Human Resources Administrator and CAO may determine when performance issues warrant disciplinary action as opposed to a coaching letter. Unlike records of disciplinary action, coaching letters are non-disciplinary and may remain on union employees' personnel files indefinitely.

When formal disciplinary censure is deemed necessary, it should normally follow progressive steps, which are:

**13.2   MEETING PROTOCOL**

When it is necessary to hold a meeting for the purposes of any form of disciplinary action, the employee shall be advised in advance that they may have someone of their choice present. The supervisor shall also have another supervisor present. In the event no formal correspondence results (i.e. written warning), a memo to file shall be prepared by the supervisor outlining the discussion and placed in the Employee's Personnel File.

**13.3   VERBAL WARNING**

In instances where counselling is inappropriate or ineffectual a supervisor may issue a verbal warning to an employee outlining the nature of the supervisor's concern and the potential consequences if the actions leading to that concern are repeated and/or not rectified. A memo to file outlining and confirming that a verbal warning has been issued shall be placed on the Employee's Personnel File and a copy to the employee.

**13.4   WRITTEN WARNING**

In instances where counselling is inappropriate or ineffectual a supervisor may issue a written warning to an employee outlining the nature of the supervisor's concern and the potential consequences if the actions leading to that concern are repeated and/or not rectified.

**13.5   SUSPENSION**

In instances of ongoing disciplinary problems or in the event of a single incident a suspension may be the assessed disciplinary action and dependent upon the circumstance may be with or without pay, and may be immediate or scheduled. Any such disciplinary action shall be discussed and approved by the Chief Administrative Officer if and when possible, and in the cases where an immediate suspension is warranted the matter shall be discussed with the Chief Administrative Officer and the supervisor involved as soon as possible after the discipline has been issued.

**13.6 DISMISSAL**

Just cause for dismissal should be established. This action may be in response to a series of incidents or to one major problem. Normally, a Department Head will recommend a dismissal, which would be authorized by the Chief Administrative Officer.

13.7 In very exceptional circumstances, discipline may be initiated by immediate discharge. However, the reason for the immediate discharge must be extremely serious to warrant this action. The Chief Administrative Officer shall be notified verbally and in writing and approval of the Chief Administrative Officer must be obtained before dismissal action is taken.

13.8 In cases of dismissal, Council shall be informed of the action taken as soon as practically possible following such dismissal.