



POLICY – HR 40

PROGRESSIVE DISCIPLINE

APPROVAL DATE:	2013-05-35	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):		REVIEW DATE:	2025

POLICY STATEMENT

To establish the parameters by which progressive discipline measures will be taken in addressing performance and/or behavioral issues with Employees of the Village of Marwayne.

BACKGROUND

The Village of Marwayne has established a reasonable set of rules and regulations for Employees to adhere to while employed with the municipality. These rules and regulations have been put in place to protect the safety of all Employees as well as Village of Marwayne property and business practices.

OBJECTIVE

To set the standard by which progressive discipline measures will be taken in addressing performance and/or behavioral issues with Employees of the Village of Marwayne.



DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- **General**
 - Progressive discipline measures can be issued for any reason at any time for performance and/or behavioral issues with an Employee.
 - Employees, depending on the severity of the situation, shall be given three (3) opportunities to correct performance and/or behavioral issues prior to termination. These opportunities shall be documented in the form of warnings by the Chief Administrative Officer as follows:
 - 1st – Verbal warning
 - 2nd – Written warning
 - 3rd – Final written warning
 - Performance and/or behavioral issues shall be recorded as violations. Each violation shall be directly communicated to the Employee, whether it be verbally or in writing, as outlined above.
 - For written violations, the Chief Administrative Officer shall provide a copy of the violation to the Employee by completing Schedule “A” attached hereto. Alternatively, should the written violation be communicated to the Employee during their annual performance evaluation, the Employee is deemed to have received formal



notification of the incident through the provision of a copy of their performance evaluation.

- Violations, whether written or verbal, shall inform the Employee of:
 - The performance and/or behavioral issue;
 - Provide a reiteration of the Village's policies;
 - Advise as to the consequence associated with further performance and/or behavioral issues; and
 - Provide a suggestion for improvement.
- All violation records, or alleged violation records, are kept within the Employees personnel file. Violation records are kept in the Employees file indefinitely.
- The Village of Marwayne reserves the right to suspend an Employee who has received a warning prior to termination. Employees may be suspended for a period of 1 to 3 days for performance and/or behavioral issues, as the case may be, without pay.
- Termination of employment for performance and/or behavioral issues is subject to the Employment Standards Code, as amended from time to time.

- **Appeals**

- In the event that an Employee feels that they have been wrongfully accused of a behavioral and/or performance issue, they may file a written appeal using Schedule "B" attached hereto.
- The Chief Administrative Officer shall review the appeal and respond in writing within ten (10) business days of the date on which the appeal was received.

- **Investigations**

- In the event that a Village Employee is placed under investigation, a suspension period of greater than 1 to 3 days may be necessary. Under these circumstances, the Employee will be notified in writing of the nature of the investigation, the projected timeline of the investigation, the actions that predicated the investigation and a notice of decision following the completion of the investigation.
- Investigations are intended to allow the Village to examine performance and/or behavioral issues thoroughly and determine the appropriate course of action.



- The Village reserves the right to undertake an investigation for any performance and/or behavioral issues at any time, with or without notice, as the case may be. The suspension may be extended as many times as is necessary in order for the Village to complete the investigation.
- During the investigation, the Employee will be given an opportunity to respond to the allegations made against them. Responses from Employees must be made in writing to the attention of the Chief Administrative Officer.
- The Employee must make him or herself available at any time during the investigation period for an interview with the Chief Administrative Officer. The Village will make every reasonable effort to provide a minimum of twenty four (24) hours notice to the Employee. Failure to make one's self available may result in further disciplinary action, up to and including, termination.
- Employees, and the Village, reserve the right to legal representation throughout the course of the investigative process.
- Employees subject to investigation for performance and/or behavioral issues may be suspended with or without pay, at the discretion of the Chief Administrative Officer, dependent on the severity of the investigation.
- Employees whom are suspended with pay must be readily available to return to work at a moment's notice. Failure to be readily available to return to work shall result in the Employee's pay being revoked.
- Employees that have been suspended are required to immediately turn over their keys, access passes, credit cards, laptops, equipment, and Village identification cards to the Chief Administrative Officer.
- Employees on suspension must not have contact with any other Village Employee, apart from the Chief Administrative Officer, during their suspension period.



ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant

EXEMPTIONS

In instances where this policy conflicts with any provision under the Employment Standards Code, the Employment Standards Code shall prevail.

The Village of Marwayne reserves the right to terminate any Employee at any time, with or without notice, as the case may be, for serious performance and/or behavioral issues. As such, the Village of Marwayne shall act in accordance with the Employment Standards Code legislation for termination.



SCHEDULE "A" – Violation Report

Employee Name	
Position	
Date of Offence	
Violation Type/Number	

Description of Incident

I, _____, confirm that I have been advised of my performance and/or behavioral issue by the Chief Administrative Officer. I acknowledge that I have been provided with a copy of this report for my records and a copy has been placed in my personnel file.

Employee Signature _____ **Date** _____

Violation Report Created by	
Position	
Date	



SCHEDULE "B" – Violation Appeal

Employee Name	
Position	
Date of Offence	
Violation Type/Number	

Appeal Details	

Appeal Received by	
Position	
Date	