

DISTRICT OF FORT ST. JAMES
POLICY AND PROCEDURE MANUAL

POLICY GROUP:	Personnel
POLICY NO.:	4.18
SUBJECT:	Progressive Discipline
ADOPTED:	May 27, 2015
REVISED:	
ADMINISTERED BY:	Department Heads

Policy: District of Fort St. James follows a progressive employee discipline policy. All allegations will be investigated.

District of Fort St. James employs workers of high caliber and moral standing and expects them to act in a professional manner when dealing with other workers and the general public at all times.

Definitions:

“District Premises” means buildings, facilities, lands, or vehicles owned by the District of Fort St. James, and any work site.

“Drugs” means non-medical drugs, illegal drugs, non-prescribed drugs, non-dispensed drugs, and prescribed drugs used inappropriately.

“Work Hours” means any paid shift of work assigned by the District of Fort St. James and includes standby shifts.

Procedures

Where an employee becomes aware of a situation where a worker violates District rules, they must report it to their supervisor.

The supervisor and/or department head will conduct a thorough investigation and attempt to understand the circumstances leading to the worker's alleged actions.

Upon completion of an investigation, for most violations the following actions will be undertaken:

1. First Occurrence: verbal warning which is recorded in the management daily log and personnel file, and may be recorded in a letter to the employee.
2. Second Occurrence: a written warning will be given to the worker, a copy of which will be retained in the worker's permanent file.
3. Third Occurrence within a 6 month period may result in suspension or termination of employment with District of Fort St. James

Records of discipline against an employee for offences will be held in the employee's permanent file. However, the employee should have the opportunity, through continued

good performance, to clear their record. Where an employee receives no written discipline for a period of one year, records for violations will be kept on file for record purposes only and will not be used in future disciplinary action.

Examples of violations subject to progressive discipline:

- Bullying or harassment (please see Respectful Workplace Policy No. 4.10.)
- Insubordination, interfering or refusing to cooperate with supervisors or other employees in the performance of their duties.
- Being absent without leave, late for work, excessively absent from work or leaving the work site during work shift without permission or notification.
- Violating a safety rule or regulation (please see Policy No. 4.17 – Occupational Safety and Health)
- Sleeping on the job.
- Performing a job other than assigned job without notification or authorization.

Violations deemed extremely serious and which pose a serious threat to workers' health, safety and well being, may result in immediate suspension or termination of employment. The following are examples of such violations:

- Unauthorized use of or possession of alcoholic beverages or Drugs during Work Hours, or on District Premises. District of Fort St. James employees found under the influence of or in possession of these substances will be removed from the premises immediately pending an investigation (please see Policy No. 4.7 – Consumption of Alcohol by Employees)
- Theft or removal from District Premises, of any District or employee property, without proper authorization.
- Failure to adequately supervise workers.
- Fighting or assault.
- Vandalism.
- Unauthorized operation or tampering with District equipment.
- Unauthorized possession of firearms or explosives on District Premises.