



Municipality of Crowsnest Pass Procedure

Policy No.:
Policy Title:
Department:
Council Approval:
Reviewed:
Revised:
Supersedes Policy/Bylaw:

1800-01
Discipline
Human Resources
M# 6353-11

Date: December 6, 2011

1. Investigation by the Municipality

- 1.1 The Municipality will, as soon as practical, act on an allegation of misconduct.
- 1.2 Prior to any disciplinary action being made, the employee in question will be provided with the opportunity to answer the allegation and provide an explanation.
- 1.3 Where the circumstances warrant, an employee may be suspended with pay pending the outcome of an investigation into the allegations.

2. Outcome of the Investigation

- 2.1 Following the outcome of the investigation, a determination will be made as to the appropriate course of action, if any, in the particular circumstances and may include any of the following:
 - Suspension-Without Pay
 - Verbal warning;
 - Written warning; and
 - Termination for just cause without the provision of notice or pay in lieu thereof.
- 2.2 The Municipality generally follows a system of progressive discipline, however, this does not prevent the Municipality from foregoing any step in the chain of progressive discipline as may be warranted by the circumstances.

3. Disciplinary Document Retention

- 3.1 All written warnings will form a part of the employee's personnel file. Employees receiving discipline will be provided with a copy of the discipline and will be required to acknowledge receipt of the same.
- 3.2 Written discipline will not be removed from an employee's file at any time, however, should an employee show marked improvement, the Municipality may provide the employee with a letter of commendation acknowledging the improvement which will also be placed in their file.

5. End of Procedure

Approval

Chief Administrative Officer

Date