

Title: Human Resources Management Policy – Discipline, Suspension & Dismissal

Policy No: 1932

Approval: Town Council

Effective Date: January 25, 2006



Supersedes Policy No: none

Policy Statement: The Town of Hardisty believes that circumstances may arise that necessitates disciplinary action against its employees.

Purpose: To establish the process for disciplining employees.

Principles:

- a) The rules of natural justice are to be adhered to when any disciplinary action is anticipated.
- b) The following questions shall be answered in the affirmative in the administration of natural justice.
 - i) Was the rule, conduct, procedure or order known to the employee and was it one that would be considered reasonable and related to efficient, orderly operation?
 - ii) Was the employee notified relative to his/her expected behaviour in this regard and was there prior knowledge and indication of probable disciplinary consequences for failure to comply on the part of the employee?
 - iii) Was there a fair and objective investigation of the circumstances and the fact prior to discipline and, in fact, was there a clear violation or disobedient action?
 - iv) Is there specific data, documentation and other information that exists to substantiate and verify the situation?
 - v) Does the disciplinary action taken reflect a degree that is consistent with the seriousness and nature of the offence? Is it reasonable?
 - vi) Has the employee's previous record been considered and has he/she received treatment that is consistent with others who have been disciplined for similar circumstances?
- c) When an employee has been given a written reprimand, suspension, disciplinary demotion or is dismissed from employment, the employee shall be informed in writing as to the reason(s) for such action.