

ADMINISTRATIVE MANUAL

Policy & Procedure

TITLE:	Discipline	NUMBER:	116.0
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Approved by:	Steve Ashton, VP, People & Organization Development	Approval Date:	Feb 14 2019
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Applies To:	IWK Health Centre All Employees		

POLICY STATEMENTS

The IWK Health Centre (the Employer) has an obligation to provide an environment that supports our mission of passionately pursuing a healthy future for the patients and families we serve. To meet this obligation, the Employer shall address issues that compromise or have the potential to compromise the quality of service and safety of our employees, patients, families, clients and reputation.

This discipline policy and procedure provides a structured corrective action process for all levels of the organization. It is consistent with our mission, values and Code of Conduct and allows for a fair, uniform and impartial process to determine levels of culpability and to improve and prevent recurrence of inappropriate behaviour/conduct, breach of policy and/or performance issues (hereinafter referred to as “job offence”).

Discipline is usually applied on a progressive basis. Progressive discipline is a process of issuing increasing levels of discipline when an employee fails to correct a problem after being given a reasonable opportunity to do so, through verbal or written coaching. The process is aimed to ensure employees are aware that continued job offences will result in greater levels of discipline. Disciplinary steps may include, but are not limited to: written warning, suspension without pay and termination.

For more serious job offences, the application of progressive discipline may not be appropriate. A job offence of this nature may involve skipping one or more of the initial disciplinary steps and proceeding directly to a more severe one, such as suspension or, in extremely serious cases, termination.

A job offence can occur while off duty (i.e. during non-work time and off the Employer’s property) if such behaviour negatively impacts workplace operations, interferes with the employee’s ability to perform his/her duties satisfactorily, leads to a refusal or reluctance of *This is a CONTROLLED document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.*

others to work with them or detrimentally affects the reputation of the Employer. Such off duty conduct can be subject to progressive discipline, issued by the Employer.

GUIDING PRINCIPLES AND VALUES

Job offences will be examined in a timely manner and will be considered on their own individual merits. If a job offence is found to have occurred, the disciplinary action taken will depend on the nature, severity and frequency of the offence, as well as the employee's past record, including work history and previous disciplinary action; and the particular circumstances of the issue.

Every attempt will be made to apply the discipline process in a fair and consistent manner.

PROCEDURE/GUIDELINES

Types of Infractions:

The following list includes examples but is not limited to infractions which warrant discipline:

- Harassment
- Theft
- Falsification of employment records
- Destruction of employer property
- Consumption of alcohol or drugs while on duty
- Gross unsafe acts with potentially serious consequences
- Abandonment of position
- Absence without permission
- Tardiness
- Abuse of rest breaks
- Failure to carry out supervisory instructions
- Failure to follow safety regulations
- Failure to follow prescribed work procedures
- Smoking in unauthorized places
- Violation of safety rules or procedures
- Inappropriate behavior exhibited towards other employees or patients
- Insubordination
- Breach of confidentiality

Progressive Discipline:

Discipline normally involves the following progressive steps to allow the employee the opportunity to correct their job offence:

1. Written warning
2. Suspension without pay (1 day)
3. Suspension without pay (3-5 days)
4. Suspension without pay (5-10 days)
5. Termination

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When a report of a job offence occurs, the Manager, in consultation with Human Resources, without unreasonable delay will:

1. Investigate the matter in as confidential a manner as possible, collecting relevant facts, gathering physical evidence, conducting interviews and holding fact-finding meetings with involved parties including the employee.
2. Provide the employee with the opportunity to explain their side. A unionized employee may request union representation in the fact-finding meeting.

Note: Circumstances may warrant that an employee be placed on administrative leave with pay pending an investigation.

3. Decide, in consultation with Human Resources and other involved party(s), what discipline, if any, is warranted.
4. Schedule a meeting with the employee; ensuring that unionized employees are advised of their right to union representation and non-union employees are advised of their right to representation from an appropriate individual.
5. Discuss candidly with the employee the impact of the job offence on the workplace and the discipline to be taken.
6. Document appropriately on the Employee Record and copy the union, in compliance with the appropriate collective agreement (if applicable).

REFERENCES

Collective Agreements

RELATED DOCUMENTS

Policies

Respectful Workplace – Harassment and Bullying Policy #822.0

Drug & Alcohol Policy #1059.0

Employee Records Policy #861.0

Other

IWK Code of Conduct

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District Health Authority/IWK Policies Being Replaced

Version History

(To Be Completed by the Policy Office)

Major Revisions (e.g. Standard 4 year review)	Minor Revisions (e.g. spelling correction, wording changes, etc.)

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