



MANUAL TITLE: Administration Policy & Procedure

TITLE:	DISCIPLINE	NUMBER: 2-d-20
Effective Date:	November 14, 2013	Page: 1 of 3
Applies To:	2. Human Resources	

POLICY STATEMENT:

Pictou County Health Authority’s (PCHA) progressive discipline policy and procedure is designed to allow for administration of a structured corrective action process at all levels of the organization. It is consistent with our organizational values and allows for a fair, uniform, and impartial process to determine levels of culpability and to improve and prevent recurrence of undesirable behavior and /or performance issues.

PURPOSE AND SCOPE:

To establish a consistent procedure for maintaining acceptable standards of conduct and a productive work environment in the workplace

DEFINITIONS AND CLARIFICATION:

Progressive discipline: Is a process of behaviour modification based on increasing levels of discipline to ensure employees are aware that continued inappropriate behaviour will result in greater levels of discipline up to and including discharge. This is not to be construed as a step by step process as severity of an offense may lead to dismissal or suspension for a first offense.

GUIDING PRINCIPLES:

For effective administration of a discipline system, management shall adhere to the following criteria:

- Action should be timely: Investigation should start immediately following notification to human resources and the next level of management identifying the issue.
- Action should be appropriate: The measures taken should relate to the offense and the previous record of the employee in question.
- Action should be consistent: There should be a uniform standard applied to all employees.
- Action should be defensible: It is essential that a complete record be kept of all circumstances leading up to disciplinary action.

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PROCEDURE/GUIDELINES:

The principle of progressive discipline will normally apply. Depending on the severity of the offense and the disciplinary record of the employee, discipline shall normally be imposed from least severe to most severe. However, the employer will apply the most appropriate discipline in accordance to the situation.

1. Verbal warning, followed up with written documentation
2. Written warning
3. Suspension without pay (1 day)
4. Suspension without pay (3 days)
5. Suspension without pay (5 days)
6. Discharge (termination)

Types of Offenses:

The following list includes examples, but does not include all offenses which may warrant disciplinary action:

1. Theft
2. Unsafe acts with potentially serious consequences.
3. Violation of safety rules or procedures.
4. Harassment.
5. Falsification of employment records.
6. Destruction of employer property.
7. Under the influence of drugs and/or alcohol while on duty.
8. Abandonment of position.
9. Employee absence without permission.
10. Employee tardiness.
11. Abuse of rest breaks.
12. Failure to carry out supervisory instructions.
13. Failure to follow safety regulations.
14. Failure to follow prescribed work procedures.
15. Smoking in unauthorized places.
16. Inappropriate behavior exhibited towards another individual on PCHA properties or engaged in PCHA Business.
17. Insubordination.
18. Violation of health authority policies/procedures.
19. Breach of Confidentiality.

Responsibility of Management: (Direct Manager or delegate)

1. Document the incident.
2. Discuss the incident with applicable manager/director or Vice President
3. Contact the Human Resources Department.
4. Send the employee home immediately if the incident warrants removal of the employee from the health authority premises. (Provide transportation as necessary).
5. Participate in a thorough investigation to determine the facts of the case.

6. Communicate the decision to the employee in person as soon as possible in consultation with Human Resources and applicable union representative, if applicable.
7. Ensure that the employee is offered appropriate counseling if a problem is identified. In certain incidents, retraining and/or education may be required and should be implemented.
8. Monitor the performance of the employee to ensure that further incidents do not occur.

Responsibility of Human Resources:

1. To ensure management is familiar with, and provide guidance on, the administration of the Progressive Discipline Policy and Procedure.
2. Ensure that a thorough investigation of the facts have been carried out and documented.
3. Review the case law pertinent to the offense and consult with legal council if necessary to determine whether there have been similar cases.
4. Review all written correspondence with management of the employee. Ensure all written correspondence and investigation notes are maintained in the Investigation File. The investigation file is retained in the human resources department.
5. Prepare the written letter and review with the manager prior to distribution. Refer to the offense in question, the disciplinary decision and the consequences of future offenses. Human Resources prepare all discipline letters for consistent application and appropriate language.
6. Advise the applicable union representative prior to meeting with the employee.
7. Ensure a copy of the letter for a written warning, termination, or discharge must be maintained on the employee file.

REFERENCES:

Health Association Nova Scotia
Human Resources Information website
Other provincial Health Authorities