



# TOWN OF PINCHER CREEK POLICY



<b>Approved by:</b> Council	<b>Date:</b> July 25, 2005	<b>Policy Number:</b> 148-05
<b>Reference:</b> Motion #05-270	<b>Revision Date/by:</b> July 16, 2008 – Motion #08-230	
<b>Title:</b>	<b>EMPLOYEE DISCIPLINE</b>	

## Policy Statement

The Town of Pincher Creek reserves the right to discipline employees for poor conduct, unsatisfactory job performance, infractions of the Town's rules, regulations and/or policies, or any other misconduct

- 1, In determining the appropriate course of discipline, the Town will consider the following:
  - 1.1 Nature of the misconduct;
  - 1.2 Disciplinary history of the employee;
  - 1.3 Length of service of the employee; and
  - 1.4 The impact, or potential impact, of the misconduct on the Town
- 2 The Town will, as soon as practical, act on an allegation of misconduct. Prior to any disciplinary action being made, the employee in question will be provided with the opportunity to answer the allegation, provide an explanation or apologize for the wrongdoing,. Where the circumstances warrant, an employee may be suspended on a with-pay basis pending the outcome of an investigation into the allegations.
- 3 Following the outcome of the investigation, a determination will be made as to the appropriate course of action in the particular circumstances and may include any of the following:
  - 3.1 Verbal warning;
  - 3.2 Written warning; and
  - 3.3 Termination for just cause without the provision of pay in lieu thereof.
4. The Town generally following a system of progressive discipline, however, this does not prevent the Town from foregoing any step in the chain of progressive discipline as may be warranted by the circumstances.

5. All written warnings will form part of the employee's personnel file. Employees receiving discipline will be provided with a copy of the discipline and required to acknowledge receipt of the same. Written discipline will not be removed from an employee's file at any time, however, should an employee show marked improvement, the Town may provide the employee with a letter of commendation acknowledging the improvement which will also be placed on the employee's file.
6. This Policy does not supersede the Agreement between the Town of Pincher Creek and the Canadian Union of Public Employees, Local 927.
7. End of Policy