



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 2826

BEING A BY-LAW TO IMPLEMENT A DISCIPLINARY POLICY

WHEREAS the Municipal Act c.25 S.O. 2001 section 224 (b) allows for the Council of the Corporation of the Township of Augusta to develop and evaluate policies and programs of the Municipality

NOW THEREFORE the Council of the Corporation of the Township of Augusta enacts as follows:

1. The attached policy shall be the known as the Disciplinary Policy and shall form part of this By-Law;
2. This By-Law shall come into full force and affect at the time of passing.

READ a first and second time this 26th day of April, 2010.

READ a third time and passed this 26th day of April, 2010.

REEVE

CLERK



Township of Augusta

Policy:	Discipline	Date Issued: By-Law:	26-04-2010 2826
Coverage:	All Employees	Revision No.	
Page 1 of 5		Revision Date:	

POLICY STATEMENT:

The purpose of discipline is correction. It is important to ensure that employees perform their duties in compliance with Township of Augusta rules, directives, regulations, instructions, and procedures since the objectives of the Township cannot be achieved without this acceptance and conformity.

PROCEDURE:

1. Responsibility of Manager

Managers have a responsibility to guide employees in their behaviour at work.

The manner in which guidance is given is all important. Most people conduct themselves properly when they understand exactly what is expected of them. Employees should therefore receive clear, unambiguous instructions on the code of behaviour and work performance expected of them.

Managers are held accountable for the completeness and accuracy of documentation which may be relied upon for discipline. Proper documentation is essential to the process of administering fair and reasonable discipline.

Follow-up is important. It is not enough just to discipline an employee and let the case rest. A systematic and controlled review of job performance is required.

2. Disciplinary Techniques

It is essential to give the employee every possible chance to explain his/her actions so that the Manager and other investigating officers shall not err because all the facts or circumstances are not known.

There are a number of instances which require discipline of varying degrees. Some of these instances and the degree of discipline suggested are illustrated in Schedule "A" attached hereto.

2. Disciplinary Techniques (Cont'd)

- Note:**
- (a) The infractions shown on Schedule "A" are only examples and are not intended to be all-inclusive or in any way to limit the Township's right to discipline.
 - (b) The disciplinary actions shown on Schedule "A" for infractions are no more than a guide; they may be reduced or extended as required.
 - (c) One (1) incident may involve more than one (1) infraction.
 - (d) Following the doctrine of progressive discipline, the degree of discipline will increase with the number of incidents per infraction. The increased degree of discipline will be particularly significant if there is a recurrence of incidents involving like or similar misconduct.

All disciplinary action must be recorded, in that relevant facts may be substantiated at a later date if necessary.

3. Involvement of the Chief Administrative Officer

Before an employee is sent a letter of warning, suspension, or dismissal, the Manager must discuss the content of the letter with the Chief Administrative Officer.

4. Types of Discipline

- (a) **Oral Reprimand** - A Manager may give an oral reprimand to an employee for minor infractions. This reprimand should be given in private because the employee and Manager may both benefit from a free interchange of opinion. The Manager should realize however, that at the time he/she decides to give an oral reprimand rather than a letter of warning, the incident is closed and shall become part of the employee's record for information purposes only.
- (b) **Letter of Warning** - If it is recommended by a Manager and agreed that a letter of warning be issued, this letter must include:
 - (i) A description of the infraction(s)
 - (ii) A warning that repetition of the infraction(s) shall result in more severe disciplinary action.
 - (iii) In the case of incompetence, a specific time limit must be established during which work is to be brought up to a required standard.
 - (iv) This letter is to be sent within seven (7) working days of the infraction or culminating incident to the employee with a copy to the Chief Administrative Officer. The letter may be signed by the Manager.

4. Types of Discipline (Cont'd)

- (c) **Suspension** - If the infraction(s) is deemed serious by the Manager then it may be decided to suspend the employee. A letter of suspension must be sent to the employee and must include:
 - (i) A description of the infraction(s).
 - (ii) A warning that repetition of the infraction(s) will result in more severe disciplinary action.
 - (iii) In the case of incompetence, a specific time limit during which the employee must bring his work up to a required standard.
 - (iv) The time period that the employee is suspended without pay. This letter may be signed by the Manager and sent to the employee with copies to the Chief Administrative Officer.
 - (v) Additionally, the employee must be given the reason for the suspension within seven (7) working days after the infraction(s).

- (d) **Discharge** - If the infraction(s) is critical to the efficient operation of the Department, it may be decided to discharge the employee. A letter of discharge is to be issued promptly to the employee by the Manager, subject to part 3 above. This must include:
 - (i) A description of the infraction(s).
 - (ii) A description of disciplinary action taken to date (if applicable).
 - (iii) Notice that the employee is dismissed on a specific date (within legal time period). This letter must be signed by the Manager and sent to the Chief Administrative Officer.

5. The Chief Administrative Officer

Discipline of Managers shall be processed by the Chief Administrative Officer.

6. The Council

Discipline of the Chief Administrative Officer shall be processed by Council.

*Form: A copy of **Schedule "A" - Disciplinary Chart (First Offence)** is attached
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TOWNSHIP OF AUGUSTA

SCHEDULE "A"

DISCIPLINARY CHART (FIRST OFFENCE)

Group	Oral Reprimand	Letter of Warning	Letter of Suspension	Letter of Dismissal
A	XXXXX	YYYYY	ZZZZZ	ZZZZZ
B		XXXXX	YYYYY	ZZZZZ
C			XXXXX	YYYYY
D			XXXXX	YYYYY

KEY:

XXXXXXXXXXX

Disciplinary Action

YYYYYYYYYYY

Alternative Disciplinary Action

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Optional Disciplinary Action

SAMPLE INFRACTIONS

Group A

- Late in Reporting for Assignment
- Wasting Material
- Pranks or Horseplay
- Negligence in Performance of Assigned Work
- Failure to Notify Township When Absent
- Incorrect Time Card or Attendance Reporting
- Failing to Report Traffic Violation or Accident
- Using Profane Language In Public Presence

SCHEDULE "A" (Cont'd)

Sample Infractions (Cont'd)

Group B

Lying
Abuse of Leave
Disregard of Safety Practices
Neglecting Tools or Equipment
Failing to Report Work Accident
Incompetence
Sleeping or Attempting to Sleep on Duty
Away from Assignment Without Permission
Refusing to Obey an Order or to Perform Assigned Work
Encouraging Others to Commit Infractions Sampled in Group A and B
Failure to Comply with Established Policy

Group C

Gambling
Insubordination
Interfering with Work of Others
Damaging Township Property
Failure to Report For Assignment
Falsifying a Township Record
Obstructing a Township Investigation
Obtaining Material or Services on Fraudulent Order
Unfit to Properly Perform Assignment
Away from Work Without Permission
Negligence Resulting in Injury

Group D

Dishonesty
Assault
Fighting
Drunkenness or Disorderly Conduct
Stealing
Encouraging Others to Commit Infractions Sampled in Groups C and D