



# EMPLOYMENT POLICY MANUAL

<b>Subject:</b> Rules of Discipline	<b>Approval Date:</b> June 17, 2013	<b>By-Law No.</b> 1785-13 <i>Amended by By-Law No. 59-2018</i>
--	--	--

### 3.33 GENERAL PURPOSE

It is the policy of the Municipality to insure that disciplinary actions taken against employees are fair, equitable, and consistent in all departments without regard to race, religion, age, sex or natural origin.

#### 1. DUTIES AND RESPONSIBILITIES

It shall be the duty of employees to comply with and to assist in carrying out the provisions of the personnel rules and regulations. It is the duty of all supervisory personnel to promptly discuss unacceptable behaviour and conduct or inadequate performance with the employees so as to correct deficiencies and avoid disciplinary action.

#### 2. GROUND FOR ACTION

Discipline shall be, when circumstances permit, of an increasingly progressive nature for each successive instance of employee misconduct. Each level of progressive discipline shall be fully documented in the employee's personnel record. In recognition of the fact that each instance of misconduct differs in some respect, the Municipality has a right to treat each occurrence individually without setting a precedent for future cases. The following grounds for action are not to be a limitation on the retained management rights of the Municipality, but are to be used as a guide. Based on the extenuating circumstances, the recommended penalties may be modified by the appropriate Municipal Official to include a lesser or more severe penalty.

##### Group I Offenses

- FIRST OFFENSE - WRITTEN REPRIMAND
- SECOND OFFENSE - ONE (1) DAY SUSPENSION
- THIRD OFFENSE - FIVE (5) DAY SUSPENSION
- FOURTH OFFENSE - DISCHARGE

The following groups of offenses and recommended penalties are declared to be grounds for written reprimand, suspension or dismissal:

1. Failure to work overtime, special hours or special shifts, after being scheduled or assigned according to overtime and standby duty policies.



## EMPLOYMENT POLICY MANUAL

<b>Subject:</b> Rules of Discipline	<b>Approval Date:</b> June 17, 2013	<b>By-Law No.</b> 1785-13 <i>Amended by By-Law No. 59-2018</i>
--	--	--

2. Operating, using or possessing tools, equipment, or machines to which the employee has not been assigned, or performing other than assigned work.
3. Quitting work, wasting time, loitering, or leaving assigned work area during working hours without permission.
4. Discourtesy to persons with whom the employee comes in contact while in the performance of his duties.
5. Failure to report an absence or unavoidable late arrival at work to the Supervisor or other designated departmental representative by the time required by departmental policy.
6. Taking more than specified time for meals or rest periods.
7. Productivity or workmanship not up to required standards of performance.
8. Tardiness – (Guide: Three (3) times in a thirty (30) day period, or six (6) times in any ninety (90) day period).
9. Chronic absenteeism – (Guide: Three (3) times in a thirty (30) day period, or six (6) times in any ninety (90) day period).
10. Absent without permission or leave (AWOL).
11. Violating a safety rule or safety practice.
12. Reporting for work or working while unfit for duty, either mentally or physically.
13. Engaging in horseplay, scuffling, wrestling, throwing things, malicious mischief, distracting the attention of others, catcalls, demonstrations on the job or similar types of disorderly conduct.
14. Creating or contributing to unsafe and unsanitary conditions, or poor housekeeping.
15. Carelessness, which results in minor damage to materials, equipment, tools or property.



## EMPLOYMENT POLICY MANUAL

<b>Subject:</b> Rules of Discipline	<b>Approval Date:</b> June 17, 2013	<b>By-Law No.</b> 1785-13 <i>Amended by By-Law No. 59-2018</i>
--	--	--

16. Exceeding the posted speed limit by less than 20 kilometers per hour.

17. Failure to comply with the Behaviour Management Practices and Procedures as set out in the Municipal Policy Manuals and/or Provincial or Federal Acts.

### **Group II Offenses**

FIRST OFFENSE WRITTEN REPRIMAND & TWO (2) DAYS SUSPENSION  
SECOND OFFENSE - DISCHARGE

1. Provoking or instigating a fight, or participating in a fight any time on Municipal property.
2. Threatening, intimidating, coercing or interfering with fellow employees or supervision at any time, including the use of abusive language.
3. Sleeping during working hours.
4. Reporting to work while under the influence of alcohol or drugs.
5. Being in possession of intoxicating beverages or narcotics during the time while on duty.
6. Leaving the job during regular working hours without permission.
7. Carelessness which results in injury to Municipal personnel, or damage to materials, equipment, tools or property.
8. Unauthorized posting or removal of any matter on Municipal bulletin boards or Municipal property at any time.
9. Use or possession of another employee's tools or equipment without the employee's consent.
10. Failure to report an accident or personal injury in which the employee was involved while on the job.



## EMPLOYMENT POLICY MANUAL

<b>Subject:</b> Rules of Discipline	<b>Approval Date:</b> June 17, 2013	<b>By-Law No.</b> 1785-13 <i>Amended by By-Law No. 59-2018</i>
--	--	--

11. Abuse of sick leave privileges or falsification of any leave records.
12. Unauthorized use of Municipal vehicles.
13. Exceeding the posted speed limit by at least 20 kilometers per hour but less than 35 kilometers per hour.
14. Driving a motor vehicle while on duty without a valid Ontario driver's license or failure to report the loss or suspension of a driver's license when an employee is required to drive while on duty.

### **Group III Offenses**

#### **FIRST OFFENCE - DISCHARGE**

1. Wanton or willful neglect in the performance of assigned duties.
2. Violating a safety rule or safety practice that has the potential to cause an unsafe work environment, and thereby endangering the safety of employees, contractors or visitors.
3. Deliberately misusing, destroying or damaging any Municipal property or property of any employee.
4. Falsification of personal or Municipal records including employment applications, accident records, work records, purchase orders, time sheets, or any other report, record or application.
5. Making false claims or misrepresentation in an attempt to obtain accident benefits, WSIB, or unemployment compensation payments for themselves or others.
6. Insubordination by the refusal to perform work assigned, or to comply with written or verbal instructions of the supervisor force.
7. Theft or removal from Municipal locations without proper authorization any Municipal property or property of any employee.



## EMPLOYMENT POLICY MANUAL

**Subject:**  
Rules of Discipline

**Approval Date:**  
June 17, 2013

**By-Law No.**  
1785-13  
*Amended by By-Law No. 59-2018*

8. Immoral, unlawful or improper conduct or indecency, either on or off the job, which would tend to affect the employee's relationship to his job, his fellow workers, his reputation or goodwill in the community.
9. The use and/or sale of narcotics or alcohol while on duty.
10. Being absent from duty for a period of three (3) consecutive working days without proper notification.
11. Failure to return from an authorized leave of absence within three (3) working days from scheduled date of return.
12. Exceeding the posted speed limit by 35 or more kilometers per hour.
13. Dangerous driving that presents a risk to people or property.
14. Operating a Municipal vehicle while under the influence of intoxicating substances.
15. Incompetence or inefficiency in the performance of assigned duties.