

POLICY STATEMENT AND REGULATIONS

Number: 800.6

DISCIPLINARY POLICY

POLICY OBJECTIVE

To provide Management with a criteria for how discipline should be imposed.

POLICY

1. Where an employee receives a suspension the Department Head will meet with the employee to advise them of their unacceptable behavior and the consequences of continued unacceptable acts.
2. The recommended discipline for each offence and each subsequent offence is outlined in the attached Schedule 'A'. Schedule 'A' is not to be considered a comprehensive list of offenses. Discipline may be imposed for offences not included in Schedule 'A'.
3. Disciplines outlined in Schedule 'A' are considered to be minimum levels of discipline and not maximum. Discipline may be increased due to the severity of the offense.
4. An employee's entire discipline record will be considered when dealing with a current offense. Discipline levels shall increase for each subsequent offense except in extenuating circumstances.
5. Where an employee has 4 instances of discipline within a 6 month period the employee may be discharged provided that each instance, including the final instance, warranted discipline.
6. Insubordination occurs when an employee willfully;
 - a. disobeys a supervisor's legitimate directive,
 - b. uses abusive language toward a supervisor, Management, or others, or
 - c. makes derogatory statements about the District, elected officials, Management, or other District employees.

Adopted: November 10, 2014

SCHEDULE 'A'

No.	Work Related Offense	First Offense	Second Offense	Third Offense
1.	Absent without prior authorization (up to 1 day)	Written Warning	3-Day Suspension	Discharge
2.	Absent without prior authorization (more than 1 day and up to 5 days)	3-Day Suspension	Discharge	Discharge
3.	Absent without prior authorization (more than 5 days)	Discharge	-	-
4.	Leaving work early without authorization of just cause	Written Warning	3-Day Suspension	Discharge
5.	Reporting to work late without authorization of just cause	Written Warning	3-Day Suspension	Discharge
6.	Refusing to cooperate with others which could result in discontent or interferes with operating or safety procedures	1-Day Suspension	3-Day Suspension	Discharge
7.	Deliberate failure to complete assigned work without just cause	1-Day Suspension	3-Day Suspension	Discharge
8.	Insubordination	3-Day Suspension	Discharge	-
9.	Failure to achieve or maintain a reasonable level of work	Written Warning	1-3 Day Suspension	Discharge
10.	Willfully defacing, damaging, abusing, or interfering with District property of operations	3-Day Suspension	Discharge	-
11.	Negligent or careless behavior resulting in no damage or injury	Written Warning	3-Day Suspension	Discharge
12.	Negligent or careless behavior resulting in minor damage	Written Warning	3-Day Suspension	Discharge
13.	Negligent or careless behavior resulting in major damage or injury	3-Day Suspension	Discharge	-
14.	Sleeping when expected to be performing duties	Written Warning	3-Day Suspension	Discharge
No.	District Policy Violations	First Offense	Second Offense	Third Offense
1.	Unacceptable behavior. Examples would be indecent conduct, threatening bodily harm, harassing another employee, etc	1-Day Suspension	3-Day Suspension	Discharge
2.	Fighting involving another employee, higher ranking personnel, or any non-District employee	3-Day Suspension	Discharge	-
3.	Gambling involving use of money	1-Day Suspension	3-Day Suspension	Discharge
4.	Suspected to be under influence of alcohol or other substance when reporting or while at work	1-Day Suspension	3-Day Suspension	Discharge
5.	Consuming alcohol anywhere on District property	3-Day Suspension	Discharge	-
No.	Safety Rule Violations	First Offense	Second Offense	Third Offense
1.	Failure to observe safety rules	Written Warning	3-Day Suspension	Discharge
2.	Failure to report injuries or accidents as soon as reasonably possible	Written Warning	3-Day Suspension	Discharge
3.	Failure to provide evidence or knowingly giving false evidence when or where accidents are being investigated	3-Day Suspension	Discharge	-

SCHEDULE 'A'

4.	Unauthorized starting, running, operating, or stopping of vehicles or equipment	Written Warning	3-Day Suspension	Discharge
5.	Creating or contributing to unsafe or unsanitary conditions on District property	Written Warning	3-Day Suspension	Discharge
No.	Illegal Offences	First Offense	Second Offense	Third Offense
1.	Bringing in the workplace, or found in possession while in the workplace, alcohol or a prohibited substance	3-Day Suspension	Discharge	-
2.	Encouraging, inciting, actively participating in, or agitating others to participate in illegal acts	3-Day Suspension	Discharge	-
3.	Knowingly altering, forging, or falsifying District, Medical, or WorkSafeBC forms	Discharge	-	-
4.	Theft or the unauthorized taking of Company property or items belonging to other persons	3-Day Suspension	Discharge	-