



# Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Employee Supervision, Correction, Discipline and Dismissal	HR-006	082/22	March 29/2022	2	NO

**Policy Objective:**

To define authorities for employee supervision, correction and discipline and the dismissal of employees

**Policy:**

All employees are ultimately responsible to and under the direction of the Chief Administrative Officer.

1. Day to Day supervision of Employees
  - a. All Administration office employees take day to day direction from the CAO
  - b. Outside employees (Public Works) take direction from the Manager of Public Works or their appointed designate.
  - c. The CAO has authority to direct all personnel.
2. Employee Correction and Discipline for Administration Employees
  - a. All employee correction and discipline will be approached with tact and in a respectful manner.
  - b. When a supervisor identifies that a relatively minor correction is required they should arrange to have a private conversation with the employee to provide some coaching to correct this issue. No record of this discussion would be made in the employee file.
  - c. If the situation persists or the corrections is of a more serious nature, the following protocol will apply:
    - i. Verbal warning
      1. A conversation between the supervisor and the employee outlining the nature of the concern and the corrective action to be taken. This is documented by the supervisor in case further action is necessary and kept in the employee personnel file.
    - ii. Written Warning
      1. If the problem persists (or other problems emerge) the supervisor will provide the employee with a written warning detailing the objectionable behavior along with consequences. This document will include a time frame in which the employee is expected to correct these problem areas and the standard in which they will be held to. This

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document should be signed by the supervisor and the employee and is kept in the employee personnel file.

iii. Final Written Warning with Suspension

1. If the situation requiring corrective action still persists, the employee will receive a Final Written Warning and may be placed on suspension with or without pay. The final warning will include copies of previous warnings issued.

iv. Termination

1. The Chief Administrative Officer has the authority to dismiss the employee on a temporary basis until ratified by Council.
- d. Prior to any corrective action, the Manager shall consult with the CAO. An arrangement shall be made between the employee and Manager to mediate a meeting between the two parties.
- e. All documentation will be filed in the personnel file for a period of 18 months. If no further incidences occur, these records may be removed from the file.
- f. In general, if the situation requiring correction persists, the employee has placed themselves in a position to be dismissed with cause. All such matters will be referred to the Chief Administrative Officer.
- i. The Manager of Public Works and the Chief Administrative Officer will complete an investigation and come to a consensus as to the outcome for the outside employee (discipline or dismissal).
  - ii. Council will ratify the final decision.
3. Employee Dismissal
- a. The Chief Administrative Officer has authority for dismissal of all employees.
  - b. All dismissal decision should be carried out after due consideration of the correction and discipline steps outlined in this policy and the Saskatchewan Labour Standards.
  - c. Notwithstanding the above, the Chief Administrative Officer may make immediate dismissal of an employee where there has been a gross violation of conduct, or a serious violation of safety rules. Examples include, but are not limited to: extensive damage to Municipal property, theft, fighting, bringing firearms or other weapons to the workplace.
  - d. Final Dismissal shall be ratified by Council.
4. Grievances
- a. All grievances are to be addressed to the Mayor and Council in writing.

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