

Subject: Progressive Discipline	Date Approved: January 6, 2010
Approved by: Executive Director	Date Revised: November 11, 2014
Specific to: All staff	Next Review Date: September 2017

PROGRESSIVE DISCIPLINE POLICY

At the North Perth Family Health Team (the “FHT”), we strive to treat all employees fairly, justly and equally.

Sometimes mistakes and problems occur, and when they do, we will act immediately to resolve them.

The FHT has adopted a policy of Progressive Discipline to provide employees with an opportunity to correct performance or behavioral issues that may arise. We have established a set of reasonable guidelines for Progressive Discipline. These guidelines have been put in place to promote an effective, healthy and productive workplace.

Progressive Discipline Process

There are generally 5 steps to the Progressive Discipline process.

- Step 1 Counselling
- Step 2 Verbal Warning
- Step 3 Written Warning
- Step 4 Final Warning/Suspension (generally 1-3 days without pay)
- Step 5 Termination/Dismissal

Please note that where appropriate, any step in the foregoing progressive disciplinary process may be skipped in favour of another step. The FHT also reserves the right to repeat a step if the FHT is of the opinion this will assist in correcting the performance or behavioural issue.

The procedure is as follows:

Counselling

Counselling sessions are used to bring a problem to the attention of the employee before it becomes so serious that it has to become part of a formal warning and placed in the employee's file.

The purpose is to alleviate any misunderstandings and clarify the direction for necessary and successful correction. Most issues are resolved at this stage.

If there has been some but not sufficient progress, the counselling step can be repeated to allow the employee further opportunity to correct the problem.

This is considered an informal step in Progressive Discipline. A brief statement confirming the subject matter discussed and the agreed upon course of action to correct the problem may be noted in a short memo to the employee and placed in his or her file.

Verbal Warning

This warning will be issued if counselling has been unsuccessful in correcting the problematic behavior or performance issue or if the first instance of unsatisfactory behavior or performance is deemed sufficiently serious by the FHT. A disciplinary letter/form will be completed and added to the employee's personnel file.

Written Warning

This warning serves to firmly call the employee's attention to continued unsatisfactory behavior or performance. A disciplinary letter/form will be completed and added to the employee's personnel file. The report will include the cause for warning, the employee's explanation, the recommended corrective action, and a statement concerning the nature of the anticipated disciplinary actions.

Final Warning/Suspension (without pay)

The final warning/suspension serves to put the employee on notice that his or her unsatisfactory behavior or performance is not acceptable and that failure to immediately correct the problem may be cause for more serious disciplinary action, including termination of employment for cause. A disciplinary letter/form explaining the serious nature of the issue, the duration of the unpaid suspension and the corrective action necessary for improvement accompanies the final warning. A copy of the final warning letter/form will be added to the employee's personnel file.

Termination of Employment for Cause

Reflects the employee's continued failure to correct unsatisfactory behavior or performance despite prior corrective actions; or reflects a serious infraction of the standards of employee conduct that warrants termination of employment for cause.

Performance Improvement Plans

Upon the issuance of a verbal warning or higher step of progressive discipline, NP FHT may place the employee on a performance improvement plan. The Performance Improvement Plan incorporates a review period which will involve frequent and regular performance evaluations to ensure that the employee is attempting to correct the issue. The plan will typically be put in place for a period of three (3) months, but can be in place for up to six (6) months.

During the review period the employee will be excluded from wage increases and advancement.