

SECTION: Human Resources		POLICY #: HR-003
Date Approved: October 3, 2011		Employee Progressive Corrective Measures
Revision Date:	Review Date:	
Authority: Report DCS-28-11		

COVERAGE

All Town Departments and Employees

PURPOSE

To help ensure an efficient, productive and harmonious working environment, the Town of Hanover has implemented a progressive corrective measures system. It is designed to let you know what is expected of you so that you can meet those expectations.

GENERAL

The Town of Hanover reserves the right to determine the appropriate level of corrective measure at all times.

PROGRESSIVE CORRECTIVE MEASURES

1. Our corrective measures include:
 - 1.1. **Verbal Warnings:** you will be counseled verbally as to the nature of the infraction and the action you must take to correct it. Verbal warnings will be recorded in your personnel file.
 - 1.2. **Written Warnings:** you will be given a written warning that will list the nature of the infraction and the action necessary to correct it.
 - 1.3. **Suspensions:** you may be suspended from your employment without pay for one to five days, depending on the severity of the misconduct. You may not use vacation days or lieu time to cover the period of suspension.
 - 1.4. **Termination for Cause:** if reasonable efforts to change your conduct fail, or if you commit a level three infraction, your employment may be terminated for just cause. If your employment is terminated for just cause, you will not be entitled to notice of termination, pay in lieu of notice or severance pay.
2. The type of measure imposed will depend on the nature of the problem and your previous corrective measure records. If the matter is serious, a higher level of corrective measure or termination may be immediately proceeded to.
3. Your employment may be terminated for cause if repeated efforts to correct your conduct fail or you have committed a first offence of a serious nature.
4. All forms of corrective measure will become a permanent part of your personnel file. You will have an opportunity to make comments regarding the measure. If you refuse to sign the progressive corrective measures notice, it will be marked as “refused to sign”, and you will be bound by it.
5. Where circumstances warrant, an acknowledgment of improvement may be placed in your personnel file, but the corrective measure record will remain.

INFRACTION LEVELS

For greater clarity, general guidelines have been established regarding what types of conduct warrant corrective measure sanctions. These are examples only and should not be considered an exhaustive list of all possible corrective measure matters.

Please Note: A higher level of corrective measure may be proceeded to even if the infractions are the same level. For example, if you were to violate the unauthorized absenteeism and lateness policy on one occasion, and interfere with the work of others at a later date, a higher level of corrective measure may be applied for the second infraction, even though they were both level one infractions.

Level One Infractions

Level one infractions are less serious. Corrective measures for these types of infractions will generally progress from verbal warnings to written warnings, to suspensions and ultimately to terminate for cause for repeated violations. If the misconduct is serious enough, a higher level of corrective measure may be proceeded to immediately.

Examples of level one infractions include:

- Unauthorized absenteeism and lateness.
- Failure to wear required uniforms.
- Leaving work without authorization, including leaving before the end of a shift.
- Not being ready to work at the beginning of a shift.
- Interfering with the work of others, including excessive non-work related conversations, emails, etc.
- Poor productivity and work quality, including failing to meet acceptable job standards and inattention to your job duties.
- Failure to maintain your work area, including tidiness and sanitary conditions.
- Engaging in personal activities during working hours.
- Being on company premises or bringing guests to the workplace without a legitimate reason, in a manner that is disruptive to others.

Level Two Infractions

Level two infractions are moderate violations for which more serious corrective measures will generally apply, such as a written warning or suspension. If the misconduct is serious enough, a higher level of corrective measure may proceed immediately.

Examples of level two infractions include:

- Work Related Dishonesty.
- Insubordination, including failure to abide by a workplace directive
- Disorderly conduct on company property.
- Abuse of company email and Internet access
- Malicious gossip and spreading rumours about other employees.
- Serious failure to attend to job duties, which cause or may cause a disruption to productivity, loss or damage to equipment or any other disruption.
- Unauthorized use of municipal property, equipment, supplies or services for personal gain or activities not associated with your official duties.

Level Three Infractions

Level three infractions are the most serious violations. In most instances, an employee who commits a level three infraction will be suspended or terminated with just cause.

Examples of level three infractions include:

- Possession of weapons, including firearms and knives, on company property.
- Wilful destruction of company property.
- Failing to comply with company security procedures.
- Violent behaviour, including fighting and making threatening statements.
- Harassment or bullying.
- Health and safety violations.
- Job abandonment, including failing to return to work after a scheduled absence (such as a vacation or sick leave) and failing to report to work as scheduled, without just reason or without notifying either Corporate Services or the immediate Supervisor.
- Failing to comply with company requests for documents in support of an absence for work, such as medical notes.
- Falsifying work records.
- Theft or misappropriation of company property or documents.
- Violation of Conflict of Interest or Confidentiality policies.
- Possessing or consuming alcohol or illicit drugs in the workplace.

PROGRESSIVE CORRECTIVE MEASURES NOTICE

Employee's Name:	Position:
Description of incident:	
Reasons:	
Employee Comments:	
Previous Corrective Measure Given: <input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning <input type="checkbox"/> Suspension (_____ day(s))	
Current Corrective Measure Action: <input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning <input type="checkbox"/> Suspension (start date _____ end date _____) <input type="checkbox"/> Termination	
Next Level of Corrective Measure for Repeat Infractions: <input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning <input type="checkbox"/> Suspension (_____ day(s)) <input type="checkbox"/> Termination	
Supervisor/Manager's Signature:	Date Signed:
Employee's acknowledgment of receipt:	Date Signed: