

PROGRESSIVE DISCIPLINE

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	C. People & Culture
Policy Number:	C26
Approval Date:	November 16, 2015
Effective Date:	November 16, 2015
Policy Owner:	Chief People & Culture Officer

Objective:	<p>Olds College has adopted a policy of Progressive Discipline to ensure that employees have the opportunity to correct any performance or behavioral problems that may arise. Olds College has established a set of reasonable rules and guidelines for employees to follow. These have not been put in place to restrict the freedoms of our employees, but rather they are in consideration of their safety, and the overall protection of Olds College employees, property, and our business practices.</p> <p>It is the responsibility of all employees within Olds College to consistently carry out their employment expectations in a cooperative and professional manner, working in compliance with Olds College policies and procedures, Collective Agreements and applicable Federal and Provincial legislation.</p> <p>Olds College seeks to resolve conduct and performance issues in the most positive manner possible, through initiatives such as the Employee and Family Assistance Program, counseling, additional training or supervision, and verbal cautions. When disciplinary action becomes a necessary means of modifying undesirable conduct, the management at Olds College will follow the Progressive Discipline procedure.</p>
-------------------	---

Policy:	<p>Management Principles</p> <p>In order for Olds College to effectively fulfill its obligations supervisors will endeavour to:</p> <ul style="list-style-type: none"> ● promote a work environment which protects the rights and safety of all employees, students and volunteers; ● promote interdependence and group co-operation; ● promote openness and honesty; ● promote a workplace culture where staff treat each other with dignity; ● promote an environment of trust and caring; ● promote continuous improvement; ● deal with inappropriate behaviour in a fair and equitable manner, with emphasis on providing employee assistance and counseling when appropriate.
----------------	--

	<p>Management Rights</p> <p>It is the sole right of Olds College to manage its affairs in a manner adhering to applicable Federal and Provincial legislation and existing Collective Agreements. Within this context Olds College has responsibilities to:</p> <ul style="list-style-type: none"> • establish procedures and expectations governing the conduct of employees; • provide reasonable procedures and expectations for the orderly operation of the institution and for the benefit and protection of all employees and students; • ensure that the Progressive Discipline Procedure is administered in a fair and equitable manner. <p>Progressive Discipline Records</p> <p>All disciplinary documentation at any of the stage of the formal Progressive Discipline Procedure will be placed on the employee's personnel file.</p>
Definitions:	<p>Progressive Discipline: A series of increasingly serious stages, ranging from informal verbal discussions, verbal and/or written warnings, and suspensions, up to and including dismissal with cause, that a supervisor initiates in order to correct unacceptable work performance, behaviour or conduct.</p>
Related Information:	A25 Code of Conduct
Related Procedures:	C26 Progressive Discipline Procedure
Review Period:	3 years
Revision History:	New: November 16, 2015