

## Manual of Administration

<b>TOPIC:</b> Human Resources	<b>SUBJECT:</b> Guidelines for Delivering Discipline	<b>Code: HR065</b>
		<b>Date of Issue: April 1996</b>
		<b>Revised: July 2012</b>
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**PURPOSE:** This policy will outline the format used by Management when delivering discipline to “*Bargaining Unit*” employees.

Once a Manager has investigated an issue regarding an employee’s actions and plans to discipline, the following format must be followed:

1. The Manager will notify the employee of the date, time and place of a meeting.
2. Either the Director of Support Services or General Manager will attend the meeting with the Manager.
3. The Manager will notify the employee in advance of the meeting, that the matter is disciplinary in nature.
4. The employee will be notified prior to the meeting that they may choose to have union representation at the disciplinary meeting. They will also be advised that union representation will be at their choice but, if they wish union representation, the Manager must be notified in advance.
5. If union representation is declined by the employee it will be noted in the meeting minutes for the record.
6. Employees desiring union representation are to arrange attendance themselves by contacting a Union Steward.
7. The employee receiving discipline will be asked to sign off that they have read and understood the letter or document outlining the discipline. Should the employee not sign it, it will be noted and placed in the personnel file regardless.