

<p>Rainy River District Social Services Administration Board</p>	<p>Policy Area</p> <p>GOVERNANCE Human Resources</p>
<p>HUMAN RESOURCES DISCIPLINE</p>	<p>Policy Number</p> <p>G-22.4</p>

Preamble

Situations may arise whereby administration must discipline employees of the Rainy River District Social Services Administration Board (RRDSSAB). The purpose of discipline is corrective, not punitive, and therefore, administration must attempt to determine if the deficiency in question is due to a lack of knowledge or training. If so, corrective action and additional training will be part of the disciplinary process.

If it is determined that the deficiency is due to negligence or maliciousness, a progressive disciplinary process will be utilized. Administration will endeavour to use the progressive disciplinary process whenever possible, however RRDSSAB reserves the right to take any corrective actions deemed necessary, such as suspension or immediate dismissal, if the conditions so warrant.

Policy

Administration will develop and implement discipline policies which relate to acts of negligence, maliciousness or staff misconduct.

Administrative policies will include a multi-step progressive disciplinary process that will be used in most situations, unless circumstances warrant other interventions.

Administration will ensure that all disciplinary actions meet legislative and collective agreement requirements.

ADOPTION & REVIEW GUIDELINES

Approved by Res. #05/99 on 14 January, 1999
Reviewed/Revised by Res. #87/02 on 17 October, 2002
Reviewed/Revised by Res. #99/06 on 14 September, 2006

Approximate date of next review: September, 2009

REFERENCES:	POLICY AREA	POLICY NAME AND NUMBER
	Human Resources	HR-22.0, Employee Code of Conduct
	Human Resources	HR-23.0, Progressive Discipline