



## POLICY 5.04

### HUMAN RESOURCE MANAGEMENT

#### *Discipline and Dismissals*

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#### **POLICY INTENT**

To ensure that discipline and dismissals are conducted fairly and that such events are properly recorded in the AUSU files to protect the organization. This policy is subject to Division 8 of the Alberta Employment Standards Code.

#### **POLICY RESPONSIBILITY**

Council

#### **POLICY**

- 5.04.1 Should there be concern regarding an employee's performance, the supervisor(s) should first attempt to solve the problem through discussion with the employee within 10 days of discovery of the incident. The supervisor(s) should try to discover the underlying reasons for the problem, and discuss with the employee how the problem could be resolved. Dated summaries of these discussions should be kept on file in the employee's personnel file.
- 5.04.2 If there is continued concern about the issue, the following procedure should be followed:
- a) The supervisor(s) shall have a formal discussion with the employee regarding the reasons for dissatisfaction;
  - b) Within ten (10) working days of the discussion, the supervisor(s) shall provide the employee with a letter outlining the reasons for dissatisfaction, the corrective measures required, the date by which these corrective measures must be taken, and the disciplinary measures that may follow if the corrective action is not taken, to be included in the employee's personnel file;
  - c) If corrective action is not taken by the date specified, a second written warning shall be issued, following the same procedure outlined above.
- 5.04.3 Employees who do not respond to corrective action requests, as outlined above, may be dismissed, provided that the dismissal is approved by the Executive.
- 5.04.4 An employee may be immediately dismissed upon approval of the Executive, without written warning notices, period of notice, or salary in lieu of notice, for the following reasons:
- a) Those specified within the employee's Employment Agreement
  - b) Theft, fraud, or other criminal activities
  - c) Using, or being under the influence of, alcohol or illegal drugs while on the job
  - d) Breach of confidentiality
  - e) Continual shortages of cash or materials in the employee's control
  - f) Failure to inform his/her supervisor of non-attendance
  - g) Insubordination

5.04.5 All incidents in which employees do not perform their required duties, or do not perform them to an acceptable standard shall be recorded for inclusion in the next annual review. This record should include dates, reasons for concern, discussions that took place with the employee, and any disciplinary actions taken. Supervisor(s) should also keep copies of all correspondence with the employee.

## **POLICY HISTORY**

Original Approval Date: September 26, 2005

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Mandatory Review Date: January 15, 2009