



POLICY 5.04

HUMAN RESOURCE MANAGEMENT

Discipline and Dismissals

POLICY INTENT

This policy is intended to ensure that discipline and dismissals are conducted fairly and that such events are properly recorded in the Athabasca University Students' Union (AUSU) files to protect the organization. This policy is subject to the Alberta Employment Standards Code.

POLICY RESPONSIBILITY

Executive

POLICY

- 5.04.01 In all personnel issues, council, executive, and employees must consider relevant provincial employment standards and take all reasonable measures to protect employee privacy.
- 5.04.02 Performance concerns should be addressed via discussion with the employee and the supervisor as soon as possible upon discovering the issue. The supervisor(s) should try to identify any underlying reasons for the problem and discuss with the employee how the problem could be resolved.
- 5.04.03 Dated summaries of disciplinary discussions should be kept on file in the employee's personnel file along with copies of all correspondence with the employee related to the issue.
- 5.04.04 If the performance concerns persist or reoccurs, the following is the procedure:
- a) the supervisor(s) shall have a formal discussion with the employee regarding the issue; and
 - 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. This letter shall be included in the employee's personnel file.

- 5.04.05 Employees who do not respond to corrective action requests as outlined above may be dismissed, provided that the dismissal is approved by the executive director after consultation with the executive committee.
- 5.04.06 An employee may be immediately dismissed upon approval of the executive director , without written warning notices, period of notice, or salary in lieu of notice, for just cause as per the Alberta Employment Standards Code.
- 5.04.07 In the case of immediate dismissal, the executive director and executive committee shall consider if the reason for termination is likely to be considered just cause by the Alberta employment standards.

RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS

This Policy References:

Alberta Employment Standards Code

This Policy is Referenced by:

None

Forms:

None

POLICY HISTORY

Original Approval Date: September 26, 2005

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