

Employee Handbook	Authority: Approved by Council	Type: Employee
	Effective date: January 6, 2016	Revised date: December 12, 2018
	Policy No. 300-9 Employee Code of Conduct & Progressive Discipline	

Town of Lampman

**Policy No. 300-9 Employee Code of
Conduct and Progressive Discipline
December 12, 2018**

1. Overview

- 1.1. Employees of the Town of Lampman must observe the highest standards of conduct in the performance of their duties, regardless of personal consideration.
- 1.2. Employees must not engage in any conduct or activity that contravenes the municipality's bylaws or any law in force in Saskatchewan which might:
 - a. Detrimentially affect the municipality's reputation;
 - b. Make the employee unable to properly perform his or her employment responsibilities;
 - c. Cause other employees to refuse or be reluctant to work with the employee; or
 - d. Otherwise inhibit the municipality's ability to efficiently manage and direct its operations.

Any employee who violates Town rules, policies and procedures or by their record or actions has disregard for the Town, its rules, policies and procedures shall be subject to disciplinary action.

2. Purpose

- 2.1. This Code of Conduct and Disciplinary Policy is intended to:
 - a. Provide an understanding of the fundamental rights, privileges and obligations of municipal employees;
 - b. Protect the public interest;
 - c. Promote high ethical standards among municipal employees;
 - d. Provide a means for municipal employees to obtain authorization for conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct;

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- e. Set out the corrective measures for unethical conduct;
- f. Encourage compliance with corporate rules, policies and procedures and to clearly show employees, management's commitment to the application of the Loss Control Management program.

3. Responsibilities

3.1. Employees of the Town:

- a. Hold in strict confidence all information of a confidential nature acquired in the course of his or her employment with the municipality. Confidential information means information that is not part of the public domain and information designated by Council as confidential, such as personal information, internal policies, items under any legal proceedings, etc.
- b. Shall not use his or her position with the municipality to influence a decision of another person so as to further his or her private interests or those of his or her family.
- c. Perform all duties and obligations in line with municipal policies and procedures.
- d. Perform his or her duties in an impartial manner.
- e. Carry out all duties and obligations as instructed to do so by a member of Council or superior co-worker.
- f. Shall not accept gifts, favours or services:
 - that are personal in nature and which he or she will take personal possession;
 - unless these gifts, favours or services are authorized by a resolution of Council; or
 - unless these gifts, favours or services are given over to the municipality for it's control.
- g. Shall not use municipal owned equipment; including but not limited to tools, vehicles, implements, municipal office and/or shop space without the consent and knowledge of the municipal council.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use information that is obtained as a result of his or her employment and that is not available to the public to:

- Further, or seek to further, his or her private interests or those of his or her family; or
- Seek to improperly further another person's private interests.

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4. Procedures

- 4.1. Employees are expected to comply with the Code of Conduct and Disciplinary Policy. Employees have a responsibility to request an interpretation of the Code from the municipal council if they are unsure whether their behavior, circumstances, or interests contravene the Code.

5. Contraventions and Corrective Discipline

- 5.1. Council requires all employees to meet certain standards or work quality, safety and dependability at all times.
- 5.2. The following corrective discipline actions will be taken by the municipality if an employee fails to disclose a conflict or fails to meet standards of work quality, safety and dependability:
- Verbal warning – documented with the employee’s manager, a note placed in the employee’s personnel file.
 - Written warning: Formal letter presented to the employee, a copy is sent to their manager and a copy of the letter is placed in their personnel file.
 - Final written warning with a possible suspension.
 - Termination

6. Circumstances Leading to Disciplinary Action

- 6.1. The following is a list of violations, which are examples of **minor, serious and extremely serious** infractions that may result in disciplinary actions being taken against offending employees. It is recognized that this list may not identify every potential situation that may require disciplinary action. In such cases the violation will be documented for review by Council who will determine the level of discipline. In the case of a conflict or potential conflict of interest, Council will determine the level of discipline.
- 6.2. Minor Violations
- Failure to wear proper safety equipment and safety boots while on the shop floor or working on equipment and performing other tasks in the yard.
 - Failure of vehicle operator to maintain the vehicles and equipment in a clean condition inside and out.
 - Failure to maintain personal protective equipment in good repair, and worn in appropriate manner.
 - Failure to return tools and equipment to its original location after completion of the task.
 - Unauthorized use of co-workers gear, ex. coveralls, boots.

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- Unauthorized removal of tools or equipment from the shop, yard or vehicles.
- Uttering verbal abuses at and/or showing disrespect for co-workers.
- Failure of all employees, regardless of position, to participate in all work at the shop.
- Failure to submit an accident/incident report to supervisor and administration immediately and to the Employee Relations Committee within twenty-four (24) hours.
- Failure to ensure that all minor injuries are given prompt attention.
- The possession of, or use of Town property, tools or equipment for personal reasons, without permission.
- Failure to maintain good housekeeping and cleanliness at all job sites and on Town property.
- Failure to use tools that are in good repair with all guards and safety devices in place or the failure to use the right tools for the job.
- Late for work. Failure to be on time or time which allows for sufficient time to travel from the shop to the job site.
- Failure to wear, in an appropriate manner, all personal protective equipment as specified for the task(s) performed.
- Failure to complete a pre-trip inspection on vehicles or equipment, and perform an engine warm up (15 minutes minimum).

6.3. Serious Violations

- Falling asleep while on the job.
- Uttering verbal abuse at and/or showing disrespect for a supervisor.
- Uttering verbal abuse at or otherwise showing disrespect toward a co-worker, Council member or ratepayer.
- Showing disregard for one's own safety.
- Failure to immediately report an injury, property or vehicle damage to the supervisor and Administration.
- Failure to report all substandard acts and substandard conditions to the supervisor promptly.
- The misuse and/or abuse of Town property, tools, equipment and vehicles.
- Failure to open overhead doors sufficiently to allow for the safe passage of vehicles and equipment.
- Dangerous operation of any vehicle.
- Failure to operate any vehicle owned, leased or hired by the Town in accordance with work site rules, *The Highway Traffic Act* and any other applicable legislation.
- Fighting, horseplay or practical joking while on the job.

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- Require an employee to perform a task for which that person is not competent (possessing knowledge, training, and experience) without close and competent supervision.
- Compromising the safety and condition of people, equipment, material and/or the environment for the sake of time or other external pressures.

6.4 Extremely Serious Violations

- Failure of the foreman to be attentive to the work in progress at the job site.
- Failure of the foreman to take corrective action when an unsafe condition or act is noted by him/her or reported to him/her.
- Theft or vandalism of company or client property.
- Failure of the foreman to promptly investigate or cause to be investigated any accident or near miss incident.
- Failure of the foreman to ensure, to the best of his/her ability, that all work under his/her supervision is conducted in accordance with all municipal rules, policies, procedures and practices.
- Refusal, in the appropriate manner, to wear all personal protective equipment as specified for the task(s) to be performed.
- Operating any vehicle owned, leased or hired by the Town without the appropriate drivers' license.
- No employee shall possess, consume or otherwise be under the influence of alcohol or illegal drugs while on or in Town property and at all Town work sites. (in accordance with Policy No. 300-27)
- Refusal to comply with appropriate work related instructions from a supervisor.
- Demonstrating through actions or attitude, a disregard for the Town rules, policies and/or procedures.
- Directing an employee to perform an unsafe task.
- Being absent from work without an approved time off request or verbal approval (in accordance with Policy No. 300-8)

7. Discipline procedure

7.1. Employees will be given four opportunities to correct the unwanted behavior, unless the behavior or concern is one of a severe nature, in which case, progressive discipline can be accelerated to match the violation. Typically, progressive discipline will progress through the following steps:

1. Verbal warning – documented with the employee's manager, a note placed in the employee's personnel file.

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2. Written warning: Formal letter presented to the employee, a copy is sent to their manager and a copy of the letter is placed in their personnel file.
3. Final written warning with a possible suspension.
4. Termination

- 7.2** With each violation or apparent problem, employees will be provided with a written document for the following purposes:
- To alert them to the problem, and provide a reiteration of the correct company policy regarding the violation
 - To advise them of the consequences associated with further infractions
 - To provide a suggestion toward a method of improvement

- 7.3** All formal warnings will be kept on file for a period of 18 months. If no further discipline happens within the time period, the warning will become inactive. If further offences relating to the issue have taken place, the warning will be attached to the next set of progressive disciplinary actions.

- 7.4** Degrees of discipline shall be considered in relation to the problem at hand. As the situation dictates, based on the past performances of the employee and the seriousness of the violation, the Town reserves the right to skip the initial four steps of the disciplinary process and move straight to termination where necessary.

8. Investigation and Documentation

- 8.1.** All violations or alleged violations will be properly investigated and documented by the Foreman, Administrator and Council. All formal measures that have been taken within the progressive discipline process will be documented and kept in the employee's personnel file.

9. Suspension and Review Period

- 9.1.** During the final written warning, an employee may be suspended and/or put on review.

10. Termination of Employment or Grounds for Dismissal

- 10.1.** The final stage of progressive discipline is termination of employment. Termination of employment with the Town may occur following an employee committing

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multiple violations of company policies, programs, and procedures; after the logical steps for progressive disciplinary action have been taken; or immediately following a severe violation.

- 10.2.** The disciplinary action recommended above is a minimum guideline for the administration of this policy. However, Council reserves the right to impose more stringent disciplinary action, up to and including discharge, if Council feels the situation warrants it.
- 10.3.** Any employee reserves the right to dispute any violation to Council.

Document Revision History:

Document Title	Revision Date	Approved By
Policy No 300-9 Employee Code of Conduct & Safety First Disciplinary Policy	January 6, 2016	Council
Policy No 300-9 Employee Code of Conduct & Safety First Disciplinary Policy	November 15, 2017	Council
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Town of Lampman

NOTICE OF VIOLATION

Employee Name: _____ Date: _____

Date of Violation: _____

Violation: _____

Degree of Violation:

_____ Extremely Serious - Contact Administration immediately to advise.

_____ Serious - Contact Administration immediately to advise.

_____ Minor - Report to Administration.

Supervisors Name: _____

Supervisors Signature: _____

Disciplinary Action:

_____ Verbal warning _____ Written warning _____ Final Warning _____ Termination

_____ Other:

Additional comments:

Office Use Only:

Previous Violation: Extremely Serious _____ Serious _____

Minor _____

Date of Previous Violation _____ Probation: Yes _____ No _____

**** NOTE**:** All notices of violation require a written notice to be signed by the supervisor. A copy of the notice to be given to the employee and the original placed in the employee's file along with the letter provided to the employee.

Signature: _____

Date: _____

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Disciplinary letter template

(ACKNOWLEDGEMENT OF VERBAL WARNING) (WRITTEN WARNING) or (FINAL WARNING) letter for (REASON)

DATE

Dear (NAME):

This letter is the formal (ACKNOWLEDGEMENT OF VERBAL WARNING) (WRITTEN WARNING) or (FINAL WARNING) letter which I gave you notice of during our meeting earlier today.

As discussed, the Town of Lampman maintains performance standards and expectations. Your (ISSUE) has failed to meet the expected standards.

In particular, your performance has fallen short in the following respects:

- DATES AND DETAILS OF SPECIFIC INCIDENTS

As discussed, your objectives from today are as follows:

- CLEAR AND CONCISE PERFORMANCE CHANGES

We will do everything possible to assist you in meeting these performance objectives. In particular, I am available to provide you with (LIST AVAILABLE RESOURCES) and ongoing support and assistance should you require it.

We will monitor your (ISSUE) and work closely at regularly scheduled monthly meetings, or as the occasion necessitates.

Please be advised once again, however, that if you fail to improve your / cease your (ISSUE) without a satisfactory explanation, we will have no choice but to pursue further disciplinary action up to and including dismissal from the Town of Lampman's employment.

OR

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Please be advised once again, however, that if you fail to improve your / cease your (ISSUE) without a satisfactory explanation by DATE, we will have no choice but to terminate your employment for just cause with the Town of Lampman.

Yours very truly,

(NAME)
Mayor
Town of Lampman

I, (NAME), acknowledge the receipt of this written warning and understand the contents herein.

Date:

I, (NAME), agree to complete the terms of this written warning within the times specified, and I agree to meet as requested to discuss my progress.

Date: