

## Discipline & Dismissal

### *Purpose:*

Should an employee's work, attitude, performance, or conduct raise concerns, the ASA may deem it necessary to discipline or dismiss the employee. If these circumstances arise, it is important that the employee be made aware of the reasons for concern, and be given an opportunity to take corrective measures. Accurate documentation of concerns and correspondence with the employee must be recorded especially if their actions could ultimately affect their standing or lead to suspension or dismissal. Finally, in situations where a supervisor finds it necessary to terminate an employee, it is important that they follow proper process and act within their authority.

### *Policy:*

- This Policy applies to hourly, term, extraordinary, and managerial employees, with the exception of the Executive Director.
- Should there be concern regarding an employee's performance, the supervisor should first attempt to solve the problem through discussion with the employee. Written, dated summaries of these discussions should be kept on file.
- If problems persist or the actions of the employee warrant a level of discipline more severe, a formal written warning must be issued. The procedure below must be followed after a formal discussion with the President and Executive Director:
  - a) The supervisor shall have a formal discussion with the employee regarding the reasons for dissatisfaction;
  - b) Within five (5) working days of the discussion, the supervisor 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.
- Supervisors should keep an accurate record of all incidences in which employees do not perform their required duties or do not perform them to an acceptable standard. This record should include dates, reasons for concern, discussions that took place with the employee, and any disciplinary actions taken. Supervisors should also keep copies of all correspondence with the employee.
- Supervisors should keep the Executive Director apprised of the situation.
- The personnel record of an employee shall not be used against them after eighteen (18) months have passed since a suspension or since the issuance of a letter of reprimand, provided there has been no recurrence of similar and/or other infraction.

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### Suspension

- A supervisor may suspend an employee without pay if the disciplinary actions outlined above are not effective. The supervisor should inform their own supervisor of the suspension, as well as the reasons for the suspension and the prior disciplinary actions taken.

### Dismissal

- Employees who do not respond to formal written warnings, as outlined above, may be dismissed provided that:
  - a. the written warning notices are given not less than one (1) week apart for hourly employees,
  - b. they are given written notice of termination or equivalent salary in lieu of such period of notice, in accordance with the Alberta Employment Standards Code, and/or
  - c. the dismissal is approved by the Executive Committee.
  
- An employee may be immediately dismissed without written warning notices, period of notice, or salary in lieu of notice for the following reasons:
  - a. theft, fraud, or other criminal activities,
  - b. using, or being under the influence of, alcohol or illegal drugs while on the job,
  - c. breach of confidentiality, and/or
  - d. continual shortages of cash or material in the employees control.