

## Progressive Discipline

## Policy No. 347

### *Policy Statement:*

The Archdiocese seeks to resolve conduct and performance problems in the most expedient, informal and positive manner through a coaching and counselling approach. However, in circumstances where disciplinary action becomes necessary to correct undesirable conduct or performance, a policy of progressive and positive discipline will normally be applied.

### *Procedure:*

- a) **Step 1** - Verbal discussions with an employee outlining areas of concern and expectations and timelines for improvement. It is important to be timely and specific about the areas of concern, whether it is conduct or performance related. The verbal discussion should be documented, and may need to be repeated before commencing to Step 2. In addressing performance concerns determine if additional training/orientation is a reasonable and appropriate option.
- b) **Step 2** - Written warning given to an employee when no significant improvement has been noted, and areas of concern continue. The letter of warning should specify areas of concern, identify timelines for improvement or corrective action and indicate consequence if no improvement has occurred. A copy of the warning letter is placed in the employee's personnel file.
- c) **Step 3** – Further written warning given to an employee and may include suspensions without pay. Content of letter similar to Step 2 letter and a copy is placed on the employee's personnel file.
- d) **Step 4** – Progressive discipline as outlined above has not resulted in improvement or corrective action, and a decision is made to terminate the employee as per Policy No. 349 Termination of Employment (Culpable).

### *Exception:*

Notwithstanding anything in this Progressive Discipline Policy, the Archdiocese retains the discretion to summarily terminate an employee for just cause in cases of serious misconduct or incompetence, even if one or more of the above-noted Steps has not been taken.