



The County
PRINCE EDWARD COUNTY + ONTARIO

Title:	Progressive Discipline Policy		
Policy Group: Your Government and People	Policy Administrator: Human Resources and Organizational Development		
Resolution No. CW-234-2022	Policy Number: HR-09		
Approval Date: 2022-08-18	Revision Date: 2026-08-18		

1. Policy Statement

- a) The Corporation of the County of Prince Edward (The County) vision and values drive our corporate culture and the expectation for how employees effectively contribute to the achievement of municipal goals and objectives. When employee conduct or performance is not aligned with the employer's expectations, and coaching is not enough to inspire change or convey the seriousness of a situation, corrective action may be required up to and including termination of employment. In such instances, the County approaches progressive discipline in a consistent and fair manner.

2. Purpose

- a) The purpose of progressive discipline is to communicate and ensure a productive, effective and harmonious work environment. Progressive discipline is designed to provide employees a resource tool to correct employee performance or behaviours as appropriate in the circumstance, which may commence with coaching, or for serious infractions, may commence with disciplinary measures.
- b) Disciplinary measures are not meant to penalize employees but rather to demonstrate the importance of adherence to policy and process. The employer will continue to provide appropriate supports to facilitate a successful working relationship, and affording the employee opportunity to improve performance or conduct.

3. Scope

- a) This policy applies to all regular full time, part time and contract employees of The County. Those employees represented by a bargaining unit should refer to their respective collective agreement.

4. Legislative Authority

- a) Employment Standards Act & Regulations 2000
- b) Ontario Human Rights Code, R.S.O. 1990
- c) Occupational Health and Safety Act, R.S.O. 1990
- d) Criminal Code of Canada, RSC, 1985
- e) Highway Traffic Act, R.S.O. 1990
- f) Employee Code of Conduct
- g) Anti-Racism Policy.

5. Definitions

- a) **Progressive Discipline** means a principle that informs employees of when their work performance needs improvement. With each infraction, management's disciplinary response continues to escalate, which gives employees time to either correct their professional conduct or experience fair consequences.
- b) **Verbal Notice** means the first step in progressive discipline, and often all that is necessary to encourage or motivate an employee to correct inappropriate workplace performance and conduct.
- c) **Written Notice** means the second step after a verbal notice has not resulted in improved behaviour. Can also take place without a verbal notice if severity of offence requires more action.
- d) **Suspension** means form of discipline used when verbal notices, written notices and performance improvement plans have failed. Suspension is a temporary removal of the employee from the job. It can vary in length depending on the severity, and is unpaid. Can also take place without a verbal notice and written notice if severity of offence is serious.
- e) **Termination** means all other forms of discipline have not resulted in improvement, termination must be considered. This is the last resort. Cases of gross misconduct may result in immediate termination.

6. General

- a) When coaching or provision of additional learning is not effective in adjusting or correcting some employee behaviours or actions which are not representative of County policy or culture, or which may be contrary to legislative and regulatory requirements, some level of discipline may be required to support correction of the behaviour or action.

- b) The Municipality has adopted various steps for progression of disciplinary action. These steps follow coaching, and include verbal notice, written notice, suspension and may also include termination of employment.
- c) The step selected may be out of sequence as outlined in item b) above. The level of discipline is determined based upon:
 - i. the severity of the action or the behaviour;
 - ii. the employee's past performance record;
 - iii. the employee's length of service with the organization;
 - iv. with consideration for fairness on how similar situations are dealt with.

7. Responsibility and Implementation

- a) Human Resources & Organizational Development is responsible for the administration of this policy.
- b) The Human Resources Consultants, and Manager as may be required, are responsible for providing counsel and support to Departments including:
 - i. reviewing and advising on all forms of discipline;
 - ii. consulting with Supervisors, Managers and Directors at each step of the Progressive Discipline procedure;
 - iii. receiving all documents to be placed on an Employee's file.
- c) Supervisors, Managers and Directors are responsible for:
 - i. establishing and clearly communicating standards of performance and expectations to employees;
 - ii. providing the training necessary to understand the standards of performance and conduct;
 - iii. applying the progressive discipline policy in a timely, fair and consistent manner; and
 - iv. consulting with Human Resources prior to commencement of any disciplinary action.
- d) The CAO is responsible for:
 - i. Directing compliance with this Policy
 - ii. Establishing procedural guidelines in the application of the policy
 - iii. Along with Human Resources and Organizational Development, establishing procedural guidelines in the application of the Policy and making routine changes to the procedure as required.

8. Documentation and Forms

- a) Waiver of Union Representation
- b) Progressive Discipline Procedure