



TEMPORARY RECREATION STAFF DISCIPLINE POLICY

PURPOSE

42.1 The purpose of this policy is to set forth guidelines for discipline of temporary recreation staff.

POLICY

42.2 The Recreation Parks Department strives to maintain high standards related to programs and events. If there is an incident where a staff member does not adhere to department policies and procedures and disciplinary action is required, the following procedures will be followed:

42.3 PROCEDURE

1st Offence: Verbal warning from supervisor and note on the personnel file. Job expectations and conduct are communicated to employee.

2nd Offence: Written warning from the Director of Recreation & Parks (copy placed in personnel file). The letter will be accompanied by a meeting with the Recreation Coordinator and the Director of Recreation and Parks.

3rd Offence: Suspension without pay can occur if the employee has not responded to either the verbal or written warnings.

4th Offence: Dismissal may result if repeated efforts to correct an employee's performance fail. A first offence of a grossly serious nature may result in the dismissal of an employee for just cause. There will be a formal letter of dismissal copied to personnel file and CAO, accompanied by a meeting with the Recreation Coordinator and the Director of Recreation and Parks.

Examples of violations include, but not limited to: repeated tardiness, poor attitude, insubordination, refusal to do work, disorderly conduct, disobeying safety regulations & procedures, and vulgar or profane language.

Depending on the severity of an incident (i.e. physical, emotional, mental or sexual violence, intoxication, racial, discrimination, etc) it may be determined that an immediate suspension or dismissal is justified.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Temporary Recreation Staff Discipline on the 28th day of May, 2018.

SIGNED this _____ day of _____, 2018

WARDEN

CHIEF ADMINISTRATIVE OFFICER

Approved by Council: May 28, 2018
Effective Date: May 28, 2018