

HUM-001-021

Strathcona County
Municipal Policy Handbook

Classified Staff Suspension, Termination, Demotion or Reassignment

Date of Approval by Council: 04/18/90; 08/24/99; 12/12/2006 Resolution No.: C-58/90; 552/99; 825/2006

Lead Role: Chief Commissioner

Replaces: 40-44-016

Last Review Date: December 12, 2006

Next Review Date: 12/2009

Administrative Responsibility: Human Resources

Policy Statement

It is the desire of County Council that there be a formal and fair procedure for demotion, reassignment, suspension or dismissal of an employee whose conduct, performance or suitability does not satisfy the objectives or standards established for Strathcona employees.

They further believe it is the responsibility of the supervisory staff through regular evaluation, applying the principle of progressive discipline, to provide employees with ongoing communication regarding progress toward acceptable standards.

Guidelines

1. Human Resources shall ensure that the principle of progressive discipline is handled in a fair and consistent manner.
2. Any action taken beyond a verbal warning shall include a meeting of the employee and supervisor or department head with expectations clearly communicated verbally and in writing. A copy shall be given to the employee and a copy sent to Human Resources for inclusion in their personnel file.
3. Supervisors/department heads shall consult with Human Resources when problems go beyond a first written warning.

Procedure

1. Progressive discipline will normally be carried out in the following sequence:
 - a) verbal warning(s) by the employee's supervisor with a record of such noted.
 - b) written warning(s) by the employee's supervisor or appropriate department head.

- c) suspension without pay. This would normally be done by the supervisor if the suspension is for one day or less. If the suspension is for more than one day, the suspension would be carried out by the department head in consultation with Human Resources and the appropriate Executive Officer. An interview with a written summary to all concerned will be provided.
 - d) termination. When the supervisor/coordinator/manager feels that forceful termination is required, they, along with Human Resources, will make a recommendation to the appropriate Executive Officer. Human Resources shall contact a County solicitor prior to termination. A written report of any termination of an employee shall be presented to the Commissioner by Human Resources.
- 2. An employee's conduct may be such that it would cause any of these steps to be circumvented. In the case of just cause, the supervisor may suspend an employee indefinitely and recommend a lengthy suspension, demotion, reassignment of duties, or termination. Supervisors are to communicate immediately with their department head and Human Resources to establish an appropriate course of action.
- 3. If a management position is involved, the final decision regarding suspension, termination, demotion or reassignment, will be made by the appropriate Division Associate Commissioner in consultation with the Chief Commissioner and, if appropriate, Human Resources.
- 4. When a settlement is deemed advisable, the department head, in consultation with the appropriate Division Associate Commissioner and Human Resources, shall make the final decision. If an employee is at the Associate Commissioner level, the Chief Commissioner will advise Council.
- 5. A permanent employee whose work performance becomes unsatisfactory may be demoted or reassigned to another position and salary adjusted accordingly. If another department is involved the department head of the affected department must approve the decision.
- 6. In the case of a probationary employee:
 - a) concerns must be discussed as they occur during the probationary period.
 - b) if requirements of the position are not being met the supervisor/department head will notify the Manager, Human Resources and a course of action will be discussed.
 - c) if the changes required to rectify the situation are still not met the department head will notify Human Resources. Appropriate action will be taken to terminate employment.
 - d) when employment is terminated during the probationary period, there is no appeal afforded.
 - e) provision for extension of probation can be made, subject to the approval of the Executive Officer's approval, not to exceed the length of the probationary period.
 - f) employees who are presently on staff and transferred to another classification will complete a secondary probationary period of a minimum of six (6) months after which a performance appraisal shall be conducted. If the employee does not successfully complete the probationary period, they may revert to their previous position and salary.