

Draft Changes to the Classified Employee Handbook, sections 12&13**Section 12 – Position abolishment****12.01 Position abolishment**

- a) Permanent employees will be given at least one (1) months' prior written notice (or more if required by the [Employment Standards Code](#)) that their position is to be abolished.
- b) The employer will attempt to place the employee in another position with Strathcona County for which they are qualified and suitable.
- c) During the period of notice of position abolishment, the supervisor will allow the affected employees a reasonable amount of time off with pay in order to be interviewed by prospective employers.

Section 13 – Disciplinary action**13.01 Disciplinary action**

- a) Employees whose conduct, performance or suitability does not satisfy the objectives or standards established for Strathcona County employees may be subject to disciplinary action, up to and including termination.
- b) Progressive discipline will be done in consultation with Human Resources and will normally be carried out in the following sequence. If the severity of the employee's conduct warrants, any of these steps may be circumvented.
 - a. Written warning(s)
 - b. Suspension without pay
 - c. Termination
- c) Copies of written disciplinary actions will be provided to employees, submitted to Human Resources, and placed on the employee's official employee file. An employee may apply to Human Resources to have disciplinary records removed from their file after a minimum two-year waiting period, provided there has been no further discipline on the file, and in consideration of their overall performance and attendance.
- d) Employees may appeal their own disciplinary action in accordance with the appeal process outlined in this handbook (see 14.01)