



## The Corporation of the Town of Tecumseh

Chief Administrative Officer - People & Culture

**To:** Personnel Committee

**From:** Michelle Drouillard, Director People and Culture

**Date to Council:** August 13, 2024

**Report Number:** CAO-PC-2024-07

**Subject:** Progressive Discipline Policy Update

---

### Recommendations

It is recommended:

**That** Report CAO-PC-2024-07 entitled “Progressive Discipline Policy Update” be **received**;

**And that** the revisions in Attachment 1 to Report CAO-PC-2024-07 “Progressive Discipline Policy Update” be **recommended** by the Personnel Committee for **approval** by Council at the September 10, 2024 Regular Council Meeting.

### Background

In the process of conducting a departmental policy review, Administration discovered that Policy No. 64 Progressive Discipline Policy has not been updated since its adoption date of December 22, 2008.

This policy was implemented to ensure a consistent and fair approach to employee performance and behaviour and applies to all Town employees.

Updates to this policy are required to ensure the Town is in line with industry best practices, supporting our management team and providing a framework for employees to understand the discipline process. Should a discipline matter be grieved by an employee, or if they choose to pursue litigation, the Corporation will be asked to provide

this policy as supporting documentation and to demonstrate a recent review and relevancy in the workplace.

Ensuring this policy is current also falls in line with the People Strategy Objective of “Deliver Excellence in HR Core Services,” with a focus on Efficiency and Effectiveness.

## Comments

A review of the Policy No. 64 Progressive Discipline Policy found deficiencies in the policy procedures and outdated wording and language throughout the policy.

Amendments to the policy are summarized below and the fully revised policy can be found as Attachment 1.

- **Policy Statement** – Revised to a more all-encompassing statement.

Confidentiality and respect for an employee’s rights and dignity was added into the policy statement. It’s also noted that the policy will provide guidance and assistance to supervisors when the need for discipline arises.

- **Definitions** – Outdated wording and language was updated or removed.

The word counselling was removed from the policy as it’s an outdated term in relation to discipline. The policy was reviewed to ensure that inclusive language is used throughout.

- **Description/Procedures** – Updated to reflect current human resources best practices.

The verbal warning step has been removed from the process as they were documented and thus a written warning. Non-disciplinary actions such as a letter of expectation and employee development plan have been added to the policy. It was clarified that disciplinary steps may be repeated or escalated up to the point of termination depending on the factors.

It was added that should an employee decline the right to a union/association representative, a Waiver of Union Representation Form must be signed confirming such refusal and attached to the discipline letter.

Disciplinary record retention was added to the policy. Previously this was not specified. Employees that are members of the Fire Association follow what is prescribed in their employment agreement. For all other employees, disciplinary action will be retained for 24 months, provided no other disciplinary action has taken place in that time period.

- **Responsibilities** – Updated to reflect the updated procedures and removed any outdated wording and language.

The updated policy ensures that the Town is in line with current industry best practices. It also provides clear guidance on disciplinary procedures to employees, supervisors and managers.

This policy update also aligns with the Town’s strategic priority to enhance the service experience of Team Tecumseh.

## Consultations

All Departments

## Financial Implications

There are no financial implications associated with this policy.

## Link to Strategic Priorities

Applicable	<a href="#">2023-2026 Strategic Priorities</a>
<input type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input checked="" type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

## Communications

Not applicable

Website  Social Media  News Release  Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Amanda Schram, CHRL  
People & Culture Advisor

Reviewed by:

Michelle Drouillard, BA Hons., CHRL  
Director People & Culture

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
1	64 – Progressive Discipline Policy – Update August 2024