

ARTICLE 17. DISCIPLINE AND DISMISSAL

17.1 Progressive Discipline

The Employer accepts the concept of progressive discipline.

17.2 Just Cause

An employee will not be disciplined or discharged without just cause.

17.3 Meeting between the Department Head and the Employee

17.3.1 If a problem arises with the employee's conduct, the Department Head will normally meet with the employee for the purpose of discussing and attempting to resolve the problem.

17.3.2 In situations of alleged culpable activity that may give rise to discipline, the Department Head will make every reasonable effort to schedule a meeting for the purpose of investigating into the matter. The Department Head will provide the employee with reasonable notice of the meeting, the nature of the concerns, the names of attendees, **notice** of the employee's right to **have** a Union representative present at the meeting, **and** Union contact information. Where an employee intends to have a Union representative present, the employee shall so advise the Department Head. **Human Resources will notify** the Union will receive notice of a meeting in writing, including date, time, location and the name of the employee, when the matter under investigation may result in suspension or termination.

17.3.3 Following the meeting, the Department Head shall advise the employee of the results in writing, indicating that no action is required, **or** issuing a non-disciplinary coaching letter in accordance with **Clause** 17.4 or **issuing** the assessment of discipline in accordance with **Clause** 17.5 or 17.6

17.4 Non-Disciplinary Coaching Letter

The purpose of a non-disciplinary coaching letter is to improve communication between the Department Head and employee and ensure mutual understanding of the Department Head's expectations of the employee. A non-disciplinary coaching letter shall summarize the discussion between the Department Head and employee, specifying any problem area(s) and any remedial actions expected. The letter shall be placed in the employee's personnel file

17.5 Disciplinary Process

17.5.1 Discipline may take the form of a written reprimand, suspension without pay or dismissal. A suspension without pay shall normally range from one (1) to ten (10) days without pay, depending on the offense.

17.5.2 The Union shall be advised of the names of any employees who have been disciplined or dismissed.

17.5.3 A written reprimand shall normally expire after four (4) months of actual work by the employee from the date of its issuance unless further disciplinary action has been taken during that period.

17.6 Unacceptable Behaviour

A meeting, notice, **coaching** or warning need not be given in cases of suspension or dismissal resulting from cases of severe problems such as violent or threatening behaviour, gross insubordination, theft or personal or sexual harassment.

17.6 Grievances of Discipline

A grievance regarding discipline may be filed at Step Two of the Grievance Procedure.