



# County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.1 Employee Relations

12.1.6

Title Incremental Discipline Policy

## 1. Policy Statement:

- 1.1. The County of Wetaskiwin No. 10 wishes to establish a standard level of service reflective of the community standards and executed in a professional manner.
- 1.2. The purpose of discipline is correction and improvement. Corrective action includes counselling, formal warnings, probation, suspension, and termination. Action will depend upon the infraction, the circumstances, County practice, and the employee's previous record.

## 2. Responsibilities:

2.1. Responses will be made to each situation individually and will be based upon the facts involved with the situation. Examples of situations that require action may include:

- Theft
- Sleeping on the job
- Excessive absences or lateness
- Unauthorized release of confidential information
- Fighting on the job
- Disruptive conduct
- Violation of safety rules
- Insubordination
- Substance use (alcohol, restricted drugs or illicit drugs) as per Policy #23.0.7
- Leaving the workplace without permission
- Abusive language
- Falsifying records or timecards
- Excessive personal use of telephone
- Harassment as per Policy #12.1.11

2.2 Use of County Property for non-County business shall not normally be permitted, unless approved by the CAO or the Assistant CAO.

2.3 The following levels of discipline will be utilized in accordance with the severity of the situation. At times, violations of County rules, practices or policies are so serious that they merit a stronger response than a Level One. In such cases, the supervisor might immediately issue a written warning (Level Two) or even terminate immediately (Level Four).

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**Level 1**

- 1st Violation
- Verbal Reminder with Documentation

**Level 2**

- 2nd Violation
- Written Reminder

**Level 3**

- 3rd Violation
- Decision-Making Leave

**Level 4**

- 4th Violation
- Termination

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