



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL POLICY

### TOPIC: EMPLOYEE DISCIPLINE

<b>Policy No.</b>	HR-414	<b>Division</b>	Human Resources
<b>Supersedes</b>	N/A	<b>Board Policy Ref.</b>	n/a
<b>Related Procedure</b>	HR-41-PR	<b>Effective Date:</b>	November 4, 2016 (R1)

#### 1. PURPOSE AND SCOPE

This policy and associated procedure outline the rationale and steps involved in corrective action related to the unacceptable behavior, poor performance or violation of College policies or procedures on the part of any employee working for or on behalf of the College.

#### 2. POLICY

It is the policy of the College that progressive discipline is a documented process that will be used to correct employee performance problems in a positive and helpful manner, wherever possible. It is a process for dealing with job-related behaviour that does not meet expected and communicated performance standards. The primary purpose for progressive discipline is to assist the employee to understand that a performance problem or opportunity for improvement exists.

Progressive discipline is a process of applying and documenting disciplinary actions progressing from less serious to more serious, depending on the history of the employee and the severity of the offense.

Progressive discipline allows an employee time to correct problem behaviour without immediate threat of termination. For employees, progressive discipline sets clear standards and warns of consequences for noncompliance. It assures predictable, progressive and equitable treatment. It promotes fair decisions, and it provides a process to appeal disciplinary decisions.

**3. PROCEDURE**

The Vice President Corporate Services and Chief Operating Officer shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	September 15, 2009
Revision 1	November 4, 2016