

Rural Municipality of Heart's Hill No. 352

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4.6.1 PROGRESSIVE DISCIPLINARY ACTION POLICY

In order for the R.M. of Heart's Hill No. 352 Safety Policy to be effective, workers must be made aware of the rules and practices and then held accountable, through consistent enforcement. The program requires:

- Informing workers about company rules and regulations with orientations and safety meetings
- Reinforcing safe work practices
- Consistent enforcement of the rules and practices through progressive discipline

Disciplinary Process

The following disciplinary action process will be followed for each employee breaking company rules and regulations:

When violations are observed, work must be interrupted and the variance from the standard discussed with the worker. The actions below would then be implemented.

1. Verbal warning note to the worker's file.
2. Written warning placed on the individual's file and a copy to the employee.
3. Suspension with or without pay as determined by Councilors.
4. Immediate dismissal.

Note: Depending on the severity of the infraction Councilors may impose level 2, 3 or 4 on a first offence.

AUTHORITY:

Resolution: 287/19

The Municipalities Act:

OH & S Act:

Safety Manual, July 2018: 2.7 Safety Program Enforcement /Disciplinary action