



## **EMPLOYMENT DISCIPLINE AND TERMINATION PROTOCOL POLICY - MANAGERS**

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### **Intent**

The intent of the Employment Discipline and Termination Protocol Policy is to provide guidance to managers on how to properly administer equitable, consistent and progressive discipline for unsatisfactory performance in the workplace. Managers are responsible for ensuring expectations of the job are clearly communicated and being met. This policy defines below the step-by-step process in progressive discipline and helps managers to meet workplace expectations.

All managers are responsible for following the steps in progressive discipline when determining an employee requires verbal coaching or written documentation.

### **In this policy you will find:**

- Types of termination: With and Without Cause
- Process for Implementing Progressive Discipline
- Termination Checklist & Process

### **Types of Terminations:**

- **Termination – WITH CAUSE:** When steps for Progressive Discipline have been taken. This means employees are **not** eligible for written notice and/or severance pay.
- **Termination – WITHOUT CAUSE:** When steps for Progressive Discipline have **not** been taken. This means employees **are** eligible for written notice and/or severance pay.

**All requests for terminations MUST be reviewed by Human Resources to determine the proper term for dismissal and approval must be followed by Senior Management.**

### **Process for Implementing Progressive Discipline:**

Discussion form documents can be found on the server here: <Y:\Templates\Discussion Forms>. HR MUST review all discussion forms before they are presented to the employee to ensure all pertinent information is documented.

These are important measures when coaching or disciplining an employee. Steps for managers are as follows:

1. **Verbal coaching.** Verbal coaching is a conversation addressing the concern. The conversation is intended to guide the employee to make improvements and must include:
  - Communication about the seriousness of the issue
  - Clear expectations and next step if not met
  - Send an email to HR summarizing the verbal discussion between the manager and employee (a recap)
2. **1<sup>st</sup> Written warning.** Written warnings are documented discussions in written format. The employee should be coached for a second time about the severity of the issue and your expectations. The document must include:
  - Date and time of the first verbal discussion
  - Description of the issue
  - Expectations for improvement and next steps if they are not met
  - Manager and employee sign the discussion form
  - Make two copies – one for the employee and one for HR
  - Send an email to HR summarizing the discussion between the manager and the employee

3. **2<sup>nd</sup> written warning.** This is the second documented discussion in written format. The document must include:
  - Previous discussions: include date, time and details
  - Reminder about the severity of the issue and expectations
  - Description of the continuing problem along with steps for improvement
  - Timeframe for meeting expectations
  - Manager and employee sign the discussion form
  - Make two copies – one for the employee and one for HR
  - Send an email to HR summarizing the discussion between the manager and the employee
  
4. **3<sup>rd</sup> written and final warning.** This is the final written warning that must include the following:
  - All previous discussions (date, time and details)
  - Description of the continuing problem
  - Expectations for improvement
  - Timeframe for meeting expectations. Failure to improve by the set timeline *will* result in termination with cause
  - HR must be present at this discussion
  - Manager and employee sign the discussion form
  - Make two copies – one for the employee and one for HR
  - Send an email to HR summarizing the discussion between the manager and the employee

#### **Termination Process:**

Please contact Human Resources to start **ANY** termination process.

- Manager to gather information and documentation: ie: written discussions & warnings/reports on the employee), that would support your reasons for termination and discuss immediately with HR manager for actions to be taken.
- HR will prepare documents needed for termination and approval by senior management.
- HR will prepare the meeting for termination.
- HR and manager will hold the meeting to discuss the following:
  - HR representative or manager to inform the employee they are being terminated
  - HR representative coordinates to gather personal belongings only
  - HR collects all items the employee may possess that are company property (ie. FOB key, laptop, keys)
  - The employee is to remain with BOTH the HR representative and manager until their belongings have been gathered and transportation has been determined
  - Either escort the employee off the premises to their car or arrange for a cab to pick up the employee
  - NEVER leave the employee unattended or with only one escort!
- HR will communicate the termination to all Managers if applicable

#### **Acknowledgment and Agreement**

By affixing my digital signature to this document, I confirm my acceptance of the Employment Discipline and Termination Protocol Policy. I understand all of its rules, policies, terms and conditions and agree to abide by them and any amendments that may be issued. I understand that this policy may be amended and adjusted as needed. I understand that my compliance with this policy is a condition of my employment, and any violation may result in disciplinary action up to and including termination of employment with just cause.