



Manual of Administration

TOPIC: Human Resources	SUBJECT: Guidelines for Delivering Discipline	Code: HR065
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PURPOSE: This policy will outline the format used by Management when delivering discipline to “*Bargaining Unit*” employees.

Once a Manager has investigated an issue regarding an employee's actions and plans to discipline, the following format will be followed if possible:

1. The Manager will notify the employee of the date, time and place of a meeting.
2. Where possible, either the Director of Support Services or another Manager will attend the meeting with the Manager.
3. The Manager will notify the employee in advance of the meeting that the matter is disciplinary in nature.
4. The employee will be notified prior to the meeting that they may choose to have union representation at the disciplinary meeting. They will also be advised that union representation will be at their choice but, if they wish union representation, the Manager must be notified in advance. The Manager will find representation, however as per the Collective Agreement, discipline will not be delayed.
5. If union representation is declined by the employee it will be noted in the meeting minutes for the record.