



ARCHDIOCESE OF REGINA

Policy Name:	Discipline – Progressive Discipline	Number:	S6-1
Policy Type:	Management of Staff	Date Approved:	February 2017
References:		Date Revised:	

Policy Statement: The Archdiocese seeks to create an environment where positive communication approaches are used to help employees understand the expectations of them to carry out the responsibilities of their position. However, when coaching and counseling approaches do not result in an employee meeting the expectations, a process of progressive and positive discipline will be applied to help the employee reach an acceptable standard of performance.

The exception to the following process is if there is Gross Misconduct. If an employee's actions are deemed to be Gross Misconduct, Policy S6-8 Termination of Employment may apply.

Procedure:

a) **Step 1** – Verbal discussions between the supervisor and employee will occur to outline the areas of concern and the expectations. A timeline for improvement will be created. The timeline must provide a reasonable time frame for improvement. The meeting will be documented including the plan for improvement whether it be performance or undesirable conduct. The process may occur more than once before proceeding to Step 2. An assessment of the need for additional training/orientation should be part of the plan.

At the end of the timeline progress will be assessed. A new timeline may be created to facilitate further improvement until an acceptable standard is achieved. Once it is achieved, a plan for a follow up meeting may be created to be sure the employee continues performing or using conduct appropriate for the position.

b) **Step 2** – If there is no significant improvement, an employee will be sent a letter of concern, outlining the areas of concern. The letter should specify the areas of concern, give the timeline for improvement and the possible disciplinary action that will be taken if significant improvement does not occur. A copy of the warning letter is placed in the employee's personnel file.

- c) **Step 3** – If there is no significant change, a further written warning is given to an employee. Action may be taken such as suspension without pay. The letter will include similar information to Step 2. A copy of the letter is placed in the employee's personnel file.
- d) **Step 4** – If progressive discipline as outlined does not result in significant improvement, a decision may be made to terminate the employee as per Policy S6-8 Termination of Employment.
- e) **Employee Personnel File** - Letters placed in an employee's file during the Progressive Discipline process will be removed from the employee's file after three (3) years if there have been good performance reviews since that time.