

**Grandview Municipality
Employee Discipline Policy**
Effective Date: September 9, 2015
Resolution No. 2015-371

Purpose:

The purpose of this policy is to outline the policy and procedures for disciplinary action.

Definitions:

Employee: A full-time, part-time, seasonal, or casual employee.

Procedure:

Where an employee is determined to be in violation of any or all of the terms of an employee policy and/or with the Employee Code of Conduct, the following disciplinary steps will be followed:

- A. First incident – a written warning will be placed in the employee file.
- B. Second incident – a second written warning will be placed in the employee file AND the employee will receive up to 5 days off without pay.
- C. Subsequent incident(s) – documentation will be placed in the employee file AND the employee will receive up to 2 weeks off without pay or termination.

The Municipal Council reserves the right to impose additional discipline and/or possible termination for incidents that are determined to be of a serious or harmful nature.