



Progressive Discipline Policy # HR-017

Board Approved Motion #25-069

Date May 14, 2025

Replaces Policy n/a

Review Cycle 3 years

Purpose

Beaver Emergency Services Commission (BESC) is committed to ensuring discipline for employees is facilitated in a respectful manner following an established process.

BESC recognizes that people make mistakes and may not follow policies, standards, codes of practice and procedures closely. BESC wants to give our employees a chance to correct their behaviour when possible and assist them in the process. BESC also wants to ensure serious offences are thoroughly investigated and dealt with.

This policy applies to all BESC employees.

Definitions

“Employees” means all full time, part-time and contract employees including volunteer firefighters and regional emergency manager.

“Progressive Discipline” – a formal process for dealing with issues of misconduct with consequences that are increasingly severe providing opportunities for an employee to improve performance. Discipline is meant to be corrective rather than punitive.

“Supervisor” means the person the employee directly reports to and/ or the District Fire Chief of the employee’s station or Regional Emergency Manager.

Procedure

Progressive Discipline Process

This process provides a step-by-step guideline to attempt to correct the conduct and behaviours of employees who do the following, but not limited to:

- Violate company policy;
- Violate health and safety rules and procedures, including workplace violence or harassment;
- Act in manner that is not acceptable or ought to have reasonably been known to be unacceptable;
- Serious performance concerns; or
- Serious infractions that may result in the employee receiving more severe discipline or be terminated with cause.

Progressive Discipline Steps

1 Verbal Warning

Employees will be counselled verbally as to the nature of the infraction and the action required to correct it.

2 Written Warnings

Employees will be given a written warning that will include the nature of the infraction and the action necessary to correct it.

3 Suspensions

Employees may be suspended from employment without pay for one to five days, depending on the severity of the misconduct. Employees may not use vacation to cover the period of suspension.

4 Termination with cause

If reasonable efforts to change conduct fail, or is an employee commits a serious infraction, BESC may terminate employment without notice of termination, pay in lieu of notice or severance pay for just cause as per the Alberta Employment Standards Code.

Severity of Act and Corresponding Discipline

The type of discipline imposed will depend on the nature of the infraction and the employee's disciplinary record.

In the event an employee engages severe offenses including but not limited to those of a dangerous nature, BESC may proceed to a higher level of discipline or termination without following the sequence provided by this policy, even if it is their first offense.

Documentation

All steps of the progressive discipline process, including verbal warnings, will be documented in the employee's personnel file.

The supervisor and employee will date and sign the documents.

Responsibilities

Employees must:

- Ensure they understand and fulfill work expectations;
- Seek help from management if expectations are unclear or support is required;
- Consistently act in a respectful manner towards colleagues, management, and clients;
- Adhere to Beaver Emergency Services Commission's policies and procedures; and
- Follow all health and safety measures put in place within the workplace.

Supervisors must:

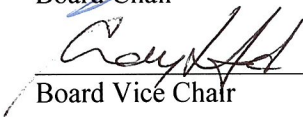
- Ensure employees are aware of all workplace expectations for conduct and performance;
- Manage employees effectively, providing ongoing and constructive feedback on work performance and workplace conduct;
- Ensure employees are aware of and then consistently enforce workplace policies and procedures;

- Follow and enforce the Progressive Discipline Policy with respect to employee performance and workplace concerns; and
- Maintain appropriate documentation for disciplinary actions

Related Documents

- HR-011 Code of Conduct
- Alberta Employment Standards Code



Board Chair

Board Vice Chair25 June 11

Date25 June 11

Date

