

CVS POLICY & PROCEDURE MANUAL

Policy Area: Operational Policies - Human Resources

Policy # & Name: 6.18 Progressive Discipline

Group: All Staff

Purpose:

To ensure that staff understand the purpose of Progressive Discipline. Progressive Discipline may be utilized following unsuccessful Corrective Counseling or in circumstances determined to be of a sufficiently severe nature as to warrant such discipline.

Policy Statement:

An Employee who breaches a policy of CVS may be subject to discipliner ranging from a written Warning to suspension to dismissal.

Practice Standards:

The goal of progressive discipline is to correct unacceptable behaviour by working with the employee to try to resolve the problem without imposing a severe penalty. In cases where the behaviour is not corrected, the penalty increases in proportion with the seriousness of the misconduct and other relevant factors.

Progressive discipline has the following stages (for each same or similar offence):

1. Verbal warning (first or minor infraction).
2. Written warning(s).
3. Suspension(s).
4. Termination.

However, the nature of the incident warranting discipline may be such that the employer determines it is appropriate to bypass the normal steps of progressive discipline. In cases of serious misconduct, discipline may commence at suspension and lead to termination, or discipline can start and end with termination. For example, in cases of serious misconduct, such as abuse or theft, the action taken will be termination.

The employer shall ensure any discipline taken is commensurate with the offence. Although the levels of discipline will vary, progressive discipline will apply in the majority of cases.

Policy Audit: March Annually

Date Issued: March 2004

Date Revised:

Position Responsible: Executive Director or designate

References:

Collective Agreement
