

HR-16	DISCIPLINARY ACTION, TERMINATION & RESIGNATION		
APPROVED	19 January 2022	EFFECTIVE	1986
AMENDED	1992, 2003, 2006, 2011, 2016, 2021	NEXT REVIEW	2026

1. PURPOSE

To provide guidance on steps that will be taken in the event that an employee faces difficulty in fulfilling the terms of their employment.

2. SCOPE

The Chief Librarian will use this policy in addressing problems with employee performance.

3. DEFINITIONS

Unsatisfactory Performance – Performance that is not in compliance with Library policies, demonstrates inefficiency or negligence in the performance of duties, or has a significant negative impact on other employees’ ability to perform their job.

4. OPEN DISCUSSION

- a. The Library strives to cultivate a positive, collaborative workplace that enables all employees to successfully contribute towards its overall operations. To this end, supervisors and employees are encouraged to openly discuss any problems that may arise so that Unsatisfactory Performance or poor morale does not have a chance to develop, and so that each understands what the other expects.
- b. Policy HR-37 Respect in the Workplace provides additional guidance on how such discussions may be structured.

5. DISCIPLINARY ACTION

- a. In the event of Unsatisfactory Performance, the following progressive steps will normally apply to all employees:
 - i. The employee’s performance and the job requirements will be discussed between the employee and the supervisor to ensure that all concerned are fully aware of any problems.
 - ii. The employee shall be informed in writing of the nature of the Unsatisfactory Performance and the corrective action required if Unsatisfactory Performance continues. A copy of the letter will be placed in the employee’s file.
 - iii. Failure to improve after a written warning will result in the employee being placed on probation for up to 3 months. A performance review will be conducted at the end of the probationary period. If the review is unsatisfactory, the employee’s contract of employment may be terminated.

6. TERMINATION

- a. In a situation where the actions of the employee can be considered grounds for dismissal with just cause progressive disciplinary action steps may be circumvented. Examples of what may constitute just cause include, but are not limited to: theft, fraud or dishonesty, assault or harassment of co-workers, breach of duty, serious wilful misconduct, conflict of interest, serious breach of Library policies.

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- b. An employee who fails to report for duty for 5 consecutive working days without informing the Library of the reason for their absence will be presumed to have abandoned their position.
 - i. For no more than 5 calendar days from the date of release the employee shall be given the opportunity to rebut such a presumption and demonstrate that they were unable to provide such notice.
- c. Written notice, or compensation for length of service, of termination in the event of dismissal for other than just cause, will be in accordance with the *Employment Standards Act*.

7. RESIGNATION

- a. The employee shall notify the Chief Librarian of their resignation in writing.
 - i. As part of its commitment to fostering a supported and empowered staff, the Library aims to attract and retain high quality staff and therefore may seek to understand why an employee chooses to end employment with the Library through an exit interview. Participation in an exit interview is voluntary.

RELATED POLICIES

HR-02	Employee Code of the Conduct
HR-13	Performance Reviews
HR-30	Occupational Health & Safety
HR-37	Respect in the Workplace

NEXT POLICY IS HR-20