

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

By-Law no. 2012-01

Being a by-law to reinstate the employee progressive discipline policy for non-unionized employees.

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WHEREAS under by-law no. 2007-17 the employee progressive discipline was abolished; and

WHEREAS the Council of the Corporation of the Municipality of Magnetawan deems it desirable to reinstate this policy.

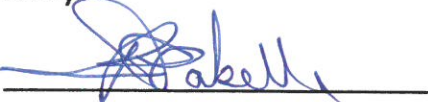
NOW THEREFORE, be enacted as follows:

1. That By-Law no. 2007-17 be repealed.
2. That Hiring Policy By-Law no. 2010-31 be repealed.
3. That Hiring Policy By-Law no. 2005-11 remain the master policy for the hiring of municipal employees.
4. That this by-law take effect upon its adoption.

That this by-law be read a first, a second and third time, and adopted this 11 day of January 2012.



Mayor



Clerk

Council Mtg. of JAN. 11/12  
Agenda Item # 6.1

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2007 – 17

Being a By-Law to amend By-Law No. 2005 – 11, a By-Law to adopt Policies with respect to Hiring of Employees

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**WHEREAS** the Municipal Council of the Corporation of the Municipality of Magnetawan deems it desirable to amend its said By-Law No. 2005 – 11 as hereinafter provided.

**THEREFORE** the Municipal Council of the Corporation of the Municipality of Magnetawan enacts as follows:

1. That By-Law No. 2005–11 is hereby amended by repealing Section 13 and Schedule "D" of the said By-Law.
2. This By-Law shall come into force and effect upon the date of passage hereof.

Passed in open Council as read First, Second and Third time, this 8<sup>th</sup> day of August , 2007.

  
Dick Smith, Mayor

  
Brenda J. Fraser, Clerk/Administrator

Council MTG. of JAN. 11/2012

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**Schedule 'D'**  
to By-law No. 2005 - 11

**Progressive Discipline Policy**

**Discipline**

**The Municipality of Magnetawan** will contemplate disciplinary action when behaviour results in poor or unacceptable performance.

When violations of rules and practices occur and disciplinary action is contemplated, the Council and Supervisor will review the facts prior to administering any corrective action.

The objective of this Policy will be to establish a system of regulations and procedures governing disciplinary measures, to encourage good employee/employer relations by providing a fair and consistent treatment of staff throughout the Corporation and to assist Supervisors in dealing with unsatisfactory employee actions or behaviour.

Particular emphasis will be placed on the Supervisor's documentation and the employee's record. The Municipality will satisfy itself that the expectations that were violated were measurably attainable and clearly communicated, the employee was fully aware of what constituted acceptable standards and that failure to meet these standards would result in corrective actions.

In the application of discipline in the Municipality, the following factors should be considered in addition to the nature and severity of the offence:

- the cost involved to the Municipality (direct and/or indirect costs);
- the effect on the Corporations's public or employee relations;
- the time interval between offences; and
- the length and quality of service record.

Where any meeting with an employee can potentially result in disciplinary action being taken, employees will be advised of their right to have Counsel in attendance.

**Progressive Discipline System**

**The Municipality of Magnetawan**, pursuant to Section 207 - 45 of the Municipal Act, will follow a progressive discipline system which is based on the principle that the severity of the penalty increases with each subsequent infraction, as follows:

**Level One Infraction:** Personal discussion where the Supervisor describes the problem, its potential impact and cost to the Municipality and ascertains that the employee is aware of the rules or code of conduct and the rationale for it. This will be clearly documented in the employees' personnel file, by memo.

**Level Two Infraction:** A verbal warning is given to the employee. The employee will be informed that this is a second violation of the Municipality's rules and that greater care and awareness **must** be taken. This will be clearly documented in the employees' personnel file, by letter, a copy of which will be forwarded to the employee.

**Level Three Infraction:** Written warning, with possible suspension for up to three (3) days. This will be clearly documented in the employees' personnel file, by letter, a copy of which will be forwarded to the employee. Reference should be made to the employees' record.