



Disciplinary Action Directive

Rationale

SAMU expects a high level of performance, professionalism, and accountability from all staff members. Disciplinary action exists to prevent future instances of performance issues. Discipline of executives is governed by relevant policy.

Definitions

Disciplinary Actions is a set of four progressive steps of increasing consequence in response to performance issues of varying degrees of issue (or repetition of severity).

Suspension of Employment is an unpaid period of time determined by the General Manager during which an employee may not come in to work.

Termination of Employment is the dismissal of an employee or ending of an employment contract.

A **Verbal Warning** is a verbal or electronic communication by a supervisor to an employee identifying undesirable behaviour and desired behavioural corrections.

A **Written Warning** is written communication presented in person by a supervisor to an employee identifying undesirable behaviour and required behavioural corrections.

Regulations

1 An employee's immediate supervisor conducts all disciplinary action in consultation with the General Manager.

1.1 The General Manager will make the final decision in instances where suspension or termination is warranted.

1.2 The General Manager may seek legal advice in carrying out a decision.

2 Supervisors retain a record of instances of disciplinary action for future reference for a period of at least three years.

2.1 This record includes the type of action being taken, why the action is being taken, the specific instance(s) of misconduct, mention of any prior communication of performance issues, behavioural corrections, and an explanation of how the misconduct negatively impacts SAMU.

2.2 All disciplinary action except a verbal warning is to be signed by both the employee and their supervisor to be submitted to the General Manager.

3 Disciplinary actions are taken by supervisors or the General Manager, depending on the severity and frequency of performance issues.



- 4 A supervisor explicitly identifies to an employee any disciplinary actions being taken.
- 5 Employees will be given an opportunity to defend their actions.
- 6 This directive applies to all employees and does not apply to executives.



Fact Sheet

Approvals:

First Approval – February 12, 2024

Last Approval –

Date of Last Review: February 12, 2024

Source and Updates:

February 12, 2024: *Disciplinary Action* Directive approved by Directives Group motion 2024-02-12-5. Source material taken from *Disciplinary Action* Procedure.

Related Documents and Forms:

Record of Disciplinary Action