

TOWN OF GRAND COULEE

Progressive Discipline policy

<i>Section</i>	<i>Classification</i>
General Governance	Policy
<i>Approved (Date)</i>	<i>Resolution No.</i>
Proposed Policy	2026-075

Progressive Discipline Policy

Policy Number: 2026-001

Date Approved: April 28, 2026

Review Date:

Approved By: Council

1. Policy Statement

The Town of Grand Coulee is committed to maintaining a respectful, productive, and safe workplace. The Town recognizes the value of positive reinforcement and will provide feedback to employees who perform their duties effectively and demonstrate professionalism.

Where concerns arise regarding employee conduct or performance, the Town will address such matters in a fair, consistent, and timely manner. Progressive discipline is intended to correct behaviour and support improvement, while ensuring accountability and compliance with established standards.

2. Purpose

The purpose of this policy is to:

- Establish a fair and consistent process for addressing performance or conduct issues
- Ensure employees are aware of expectations and consequences
- Promote corrective action and continuous improvement
- Ensure compliance with applicable legislation, including The Saskatchewan Employment Act

3. Scope

This policy applies to all employees of the Town of Grand Coulee.

4. Administration

This policy shall be administered by Department Heads and the Chief Administrative Officer (CAO).

Where the discipline involves the CAO, Town Council shall be responsible for administering the process.

This policy shall be reviewed periodically and updated as required.

5. General Principles

- Discipline will be applied progressively where appropriate.
 - The Town reserves the right to skip steps depending on the severity of the misconduct.
 - Serious misconduct may result in immediate suspension or termination for just cause.
 - Employees will be informed of concerns, given an opportunity to respond, and advised of expected improvements.
 - All disciplinary actions will be documented and maintained in the employee's personnel file.
 - Employees may request representation or support, where applicable.
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6. Progressive Discipline Process

- Pre-Step: Informal Counselling
 - Supervisors will make reasonable efforts to address concerns through discussion and coaching.
 - No formal record is required; however, notes may be kept for reference.
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6.1. Step 1: Verbal Warning

- Issued by Department Head, CAO, or Council (if applicable).
 - The concern and expectations for improvement will be clearly communicated.
 - A written summary will be placed in the personnel file.
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6.2. Step 2: Written Warning

- Issued by Department Head or CAO.
 - For the CAO or Department Heads, Council will issue the written warning.
 - The letter will outline:
 - Nature of the concern
 - Previous corrective efforts
 - Required improvements
 - Timeline for improvement
 - Consequences of failure to improve
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6.3. Step 3: Suspension (Without Pay)

- May be imposed by the CAO or Department Head for a period typically ranging from one (1) to three (3) days.
 - For the CAO, Council will impose suspension.
 - Suspension must be:
 - Reasonable and proportionate
 - Documented in writing
 - Clearly state expectations moving forward
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6.4. Step 4: Termination of Employment

Termination may occur:

- With just cause (no notice or pay in lieu, where legally justified), or
 - Without cause, with appropriate notice or pay in lieu in accordance with The Saskatchewan Employment Act
 - Termination decisions involving employees shall be approved by the CAO.
 - Termination of the CAO shall be determined by Council.
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7. Serious Misconduct

The Town reserves the right to bypass progressive discipline steps in cases of serious misconduct, including but not limited to:

- Theft, fraud, or dishonesty
- Serious safety violations
- Insubordination

Such actions may result in immediate suspension or termination.

8. Removal of Disciplinary Records

If an employee has no further disciplinary action for a period of eighteen (18) months of continuous employment, they may request removal of active disciplinary notices.

- The Town will review the request, considering the nature and frequency of past incidents.
- While active discipline may be removed, a record of past incidents may be retained for administrative purposes.
- Decisions will be made by the CAO and/or Council, as applicable.

9. Employee Rights and Legislative Compliance

Employees will be treated in accordance with the principles of procedural fairness.

Discipline will be applied consistently and without discrimination, in line with The Saskatchewan Human Rights Code.

The Town will ensure compliance with all applicable employment standards, including wages, suspensions, and termination provisions under The Saskatchewan Employment Act.

Effective Date

This policy shall come into force upon approval by resolution of Town Council.

Signature

Mayor: _____

Date: _____

Signature

CAO: _____

Date: _____