

THE RURAL MUNICIPALITY OF PINEY

“Employee Discipline Policy”

Subject: **Employee Discipline**

Effective Date: **August 12, 2026**

Replaces Policy: **New**

Resolution No.: **208** **Resolution Date:** **August 11, 2026**

PURPOSE

The purpose of this policy is to establish a fair, consistent, and transparent disciplinary process for all employees of the Rural Municipality of Piney. This policy ensures that employee conduct and performance issues are addressed in a constructive and equitable manner.

POLICY STATEMENT

The Rural Municipality of Piney is committed to maintaining a respectful, safe, and productive workplace. Employees are expected to comply with all municipal policies, procedures, and applicable legislation.

When issues of conduct or performance arise, the Municipality will apply a progressive discipline approach, except in situations warranting immediate action. Discipline is intended to correct behavior and encourage improvement, not solely to penalize.

AUTHORITY

Council retains overall authority as the governing body of the Municipality.

The Chief Administrative Officer (CAO) has the authority to:

- Hire, supervise, discipline, suspend, or terminate employees;
- Assign work, promote, demote, or transfer employees; and
- Ensure compliance with municipal policies.

Department heads or supervisors may recommend disciplinary action to the CAO.

EMPLOYEE RESPONSIBILITIES

All employees must:

- Comply with municipal policies, procedures, and directions;
- Perform duties in a safe, competent, and respectful manner; and
- Adhere to all applicable federal and provincial legislation.

DISCIPLINARY PROCESS (PROGRESSIVE DISCIPLINE)

Unless otherwise determined based on severity, discipline will follow a progressive model within a 24-month period:

1. **First Occurrence** – Verbal warning (documented in writing)
2. **Second Occurrence** – Written warning
3. **Third Occurrence** – Suspension (typically 1–2 weeks, unpaid)
4. **Fourth Occurrence** – Termination of employment

Additional Notes:

- All disciplinary actions must be documented and retained in the employee's personnel file.
- Documentation should be issued within five (5) working days of the Municipality becoming aware of the issue.
- Employees may review their personnel file upon request.

DISCIPLINARY RECORDS

- Each disciplinary action will be recorded as a formal notice.
- Accumulation of three (3) disciplinary actions within a 24-month period may result in suspension.
- Records may be considered inactive after 24 months of satisfactory conduct (at the CAO's discretion).

INVESTIGATION PROCESS

Prior to discipline, the Municipality will:

- Conduct a fair and impartial investigation
- Provide the employee an opportunity to respond
- Consider all relevant facts and circumstances

If it is determined that discipline was unwarranted, any related documentation will be removed from the employee's file.

IMMEDIATE DISCIPLINE

The Municipality may bypass progressive discipline and impose immediate suspension or termination in cases of serious misconduct, including but not limited to:

- Breach of safety protocols
- Theft or fraud
- Harassment or violence
- Illegal activities
- Gross negligence or insubordination

TERMINATION WITHOUT CAUSE

Where employment is terminated without cause, the Municipality will provide the employee with notice of termination or pay in lieu of notice in accordance with:

- The minimum requirements of The Manitoba Employment Standards Code; and
- Any additional obligations determined in accordance with applicable common law.

The Municipality may, at its sole discretion, provide compensation in excess of the statutory minimums based on the circumstances of the employment relationship, including length of service, position, and other relevant factors.

The Municipality reserves the right to determine the appropriate amount of notice or pay in lieu of notice on a case-by-case basis, taking into consideration statutory requirements and applicable legal principles.

APPEAL PROCESS

Employees have the right to appeal disciplinary decisions.

Step 1:

Submit a written appeal to the CAO outlining:

- The decision being appealed
- Supporting rationale

Step 2:

The CAO will review the matter and may:

- Meet with the employee
- Uphold, modify, or rescind the disciplinary action

Step 3 (Final Step):

If unresolved, the employee may request that Council review the matter.

- Council has sole discretion on whether to hear the appeal.
- Council's decision is final.

GENERAL PROVISIONS

- This policy does not limit the Municipality's ability to take immediate action when warranted.
- Discipline will be applied consistently, but each situation will be evaluated on its merits.
- Nothing in this policy overrides applicable legislation or employment agreements.

Employee Discipline Form

Employee Information

- **Employee Name:** _____
- **Position:** _____
- **Department:** _____
- **Supervisor:** _____

Incident Details

- **Date of Incident(s):** _____
- **Date Reported:** _____
- **Date of Meeting with Employee:** _____

Type of Discipline (check one)

- ☐ Verbal Warning (documented)
- ☐ Written Warning
- ☐ Suspension (with/without pay)
- ☐ Termination
- ☐ Other: _____

Description of Incident/Behaviour

(Provide detailed, factual description – include dates, times, witnesses if applicable)

Policy/Expectation Violated

(List relevant policy, procedure, or standard of conduct)

Employee Response

(To be completed during or after discussion with employee)

Corrective Action Required

(Specific expectations, training, improvement measures, etc.)

Consequences of Further Infractions

☐ Further discipline up to and including termination

☐ Other: _____

Effective Date of Discipline

Follow-Up Date (if applicable)

Acknowledgement

I acknowledge that this matter has been discussed with me. My signature does not necessarily indicate agreement.

- **Employee Signature:** _____ **Date:** _____
- **Supervisor Signature:** _____ **Date:** _____
- **CAO Signature:** _____ **Date:** _____
(if applicable)

Distribution

☐ Employee Copy

☐ Personnel File

☐ CAO

Employee Discipline Appeal Form

Employee Information

- **Employee Name:** _____
- **Position:** _____
- **Department:** _____

Disciplinary Action Being Appealed

- **Type of Discipline:** _____
- **Date of Discipline:** _____
- **Issued By:** _____

Grounds for Appeal (check all that apply)

- ☐ Disciplinary action was unjustified
- ☐ Investigation was incomplete or unfair
- ☐ Disciplinary level was excessive
- ☐ New information available
- ☐ Other: _____

Details of Appeal

(Provide clear explanation and supporting facts)

Supporting Documentation Attached

☐ Yes

☐ No

(If yes, list documents)

Desired Outcome

(What resolution you are seeking)

Employee Declaration

I certify that the information provided is accurate to the best of my knowledge.

- **Employee Signature:** _____ **Date:** _____

For CAO Use Only

- **Date Appeal Received:** _____
- **Meeting Date (if applicable):** _____

Decision

- ☐ Discipline Upheld
- ☐ Discipline Modified
- ☐ Discipline Rescinded

Decision Rationale

- **CAO Signature:** _____ **Date:** _____

Optional Council Review

- ☐ Forwarded to Council
- ☐ Not Forwarded

Council Decision (if applicable)
