



Procedure Name	Number of Pages	Date(s) of Amendment
Discipline, Suspension and Dismissal	1 of 2	
Cross Reference		
Discipline, Suspension and Dismissal Policy		
Related Forms		

Procedure

Progressive Discipline

The normal pattern of disciplinary action will be as follows. However, any of the steps may be omitted as a result of the seriousness of the offence:

- a) Written reprimand,
- b) Suspension, and
- c) Dismissal.

A. Reprimand

A situation which will lead to a written reprimand shall be discussed with the employee by the General Manager or designate and then confirmed in writing, stating the nature of the offence(s) or action(s) and what subsequent measures will be taken by management, should there be a recurrence of the offence(s) or action(s). The written reprimand will be provided to the employee with a copy inserted in the employee's file.

B. Suspension

- i. An employee will be notified of a suspension that may range from not less than one day and not greater than twenty (20) working days by the General Manager.
- ii. The suspension will be confirmed in writing to the employee by the General Manager, stating the reasons for the circumstances leading to the suspension. A copy of the written suspension will be inserted into the employee's file.

- iii. Suspensions in excess of twenty (20) days must be approved by the OSTA Board of Directors.

C. Dismissal

Decisions to dismiss an employee will be made by the Board of Directors. Such a decision will be made respecting the Collective Agreement or the Union-Exempt Handbook.