



## Work Rules and Positive Corrective Action Guidelines

### Work Rules

### Progressive Disciplinary Guidelines

		<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
1.	Theft, destruction, abuse, gross negligence or unauthorized use of Employer or private property	NOID*				
2.	Fighting, gambling, threatening conduct or language	NOID				
3.	Refusal to perform assigned duties or obey instruction, insubordination, falsifying records including time sheets	NOID				
4.	Possession of a weapon or dangerous material; violation of substance abuse policy	NOID				
5.	Leaving premises without permission; sleeping on the job	NOID				
6.	Breach of confidentiality or conflict of interest,	Verbal	Written	Final Written Warning	Unpaid Suspension	Termination
9.	Careless use of Employer or private property; conduct dangerous to others; violation of safety, smoking or sanitation rules	Verbal Warning	Written Warning	Final Written Warning	Unpaid Suspension	Termination
10.	Repeated failure to complete time sheets; abusing washroom privileges; excessive time on breaks or unauthorized breaks	Verbal Warning	Written Warning	Final Written Warning		
11.	Excessive absenteeism or tardiness; failure to start work on time or stopping work early	Verbal Warning	Written Warning	Final Written Warning	Unpaid Suspension	Termination
12.	Unauthorized notice posting or tampering with notices	Verbal Warning	Written Warning	Final Written Warning	Unpaid Suspension	Termination
13.	Failure to maintain satisfactory interpersonal relationships with employees and others	Verbal Warning	Written Warning	Final Written Warning	Unpaid Suspension	Termination
14.	Failure to do acceptable quality or quantity of work; poor or careless workmanship/productivity restricting output or intentional slowdown	Verbal Warning	Written Warning	Final Written Warning	Unpaid Suspension	Termination
15.	Failure to comply with COVID-19 safety protocol and health and safety guidelines (e.g. failure to observe social distancing and/or face mask guidelines)	Verbal Warning	Written Warning	Final Written Warning	Unpaid Suspension	Termination
16.	Failure to provide customer service, e.g. failure to return phone calls, emails in a timely manner, lack of responsiveness to students, employees and/or outside agencies	Verbal Warning	Written Warning	Final Written Warning	Unpaid Suspension	Termination
17.	Criminal conviction, lack of disclosing arrest	May result in no action or progressive discipline up to and including termination.				

Employer may escalate any positive corrective action to a higher level based upon severity of the violation(s). Employer may issue separate positive corrective action for each violation. Receipt of any combination of any three (3) offenses during one (1) year may be cause for termination.