

CORRECTIVE ACTION PROCEDURES

Section:	Human Resources (HR)
Subject:	Employment Rights and Obligations
Legislation:	
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APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to take corrective action where employees breach rules or fail to meet acceptable standards of conduct or performance.

PROCEDURE**GOVERNING PRINCIPLES**

1. Employees' responsibilities related to the standard of conduct or behavior expected should be clear.
2. Measures taken will be corrective rather than punitive in nature.
3. Corrective measures must be preceded by a thorough investigation relevant to the situation. The investigation is to include an opportunity for the employee to present facts that the employee feels are relevant.
4. An employee's previous performance record and length of service will be reviewed in each situation.
5. Corrective measures will be properly and consistently administered. The measures will be directly related to the offence.

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6. Corrective measures will be administered by the employee's immediate manager/supervisor, in private.

PROCEDURE

1. It is necessary and appropriate to clarify for employees their particular responsibilities related to the standard of conduct or behavior expected. Such a clarification is not considered a corrective measure and would be particularly appropriate where the standard or rule is not clear, or where SAIT has previously condoned this type of conduct.
2. Normally there are progressive steps in administering corrective measures. The choice of which step(s) to take is determined by the nature and gravity of each incident or set of circumstances.
3. The progressive corrective measures steps may be:
 - a) Written warning;
 - b) Suspension;
 - c) Dismissal.

In addition, demotion can be used in certain circumstances as a corrective measures response.

4. The following list is not exhaustive, but gives examples of reasons for corrective measures/dismissal:
 - a) Theft;
 - b) Insubordination;
 - c) Disregard for safety regulations;
 - d) Physical violence on supervisors, employees, students or clients;
 - e) Falsification of records or documents;
 - f) Sexual harassment;
 - g) Deliberate disregard for policies and procedures;

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- h) Dishonesty;
 - i) Unethical conduct; and/or
 - j) Unauthorized access to SAIT information (including computer systems, programs, etc.).
5. A human resource advisor must be consulted prior to any corrective measures action beyond a written warning.
 6. All documentation related to a corrective measures action must be complete and accurate.
 7. The employee will be given a copy of the employee's corrective measures document, which the employee should sign to indicate that the employee has read and understood its contents. When corrective measures action is taken with bargaining unit employees, management must ensure that the appropriate section/article of the collective agreement is followed along with association/union representation.
 8. Copies of all corrective measures actions will be placed on the employee's personnel file in Employee Services.

POLICY/PROCEDURE REFERENCE

HR.4.4 Performance Management policy

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