



Building Healthy Minds and Bodies since 1977

4.11 EMPLOYEE PERFORMANCE MANAGEMENT POLICY

PURPOSE

All staff members of Okanagan Gymnastics Centre (OGC) shall receive fair and consistent discipline in the course of their employment, designed to identify and correct individual performance problems and behaviours that negatively affect or interfere with the performance of others or the efficiency of OGC.

POLICY

An employee who acts in an unprofessional manner which includes but is not limited to a breach in policy may be subject to discipline ranging from a verbal warning, to a written warning, to suspension and ultimately to termination.

PROCEDURE

OGC strives to deal with each employee situation fairly and with due notice to the employee where they will have the opportunity to correct work related problems and behaviours.

The following are some examples of actions or behaviours that could result in Progressive Corrective Discipline Action:

- Misuse or abuse of OGC time and property
- Excessive absenteeism or tardiness
- Poor attitude or cooperation
- Poor work performance
- Disorderly or disruptive conduct
- Use of profane or abusive language
- Failure to comply with dress and/or grooming standards
- Solicitation and/or distribution of non-work related matters
- Misuse of computer or internet/email during the course of employment or in reference to the OGC organization
- Practices that disobey recognized standards and code of ethics of the professional bodies

The following are examples of acts that could result in Progressive Corrective Discipline action, immediate suspension or termination depending on the nature, seriousness, severity and/or harm to OGC:

- Unethical or illegal conduct
- Breach of confidentiality, including, but not limited to accessing information which is not relevant to the employees assigned tasks, deleting or altering information without authorization, generating of false or misleading information or using information retrieved from OGC for personal or any other unauthorized use
- Divulging trade secrets of OGC
- Physical or verbal assault at the OGC premises
- Insubordination – direct refusal to obey a supervisors instructions, unless the supervisor’s instructions are unsafe
- Fraud
- Multiple or excessive policy violations
- Threatening or intimidating conduct towards others
- Dishonesty
- Developing inappropriate relationships with athletes, customers, members, employees, volunteers, contract workers and stakeholders (see 4.7 Staff Code of Conduct and Ethics Policy)
- Physical, emotional or sexual abuse towards athletes, customers, members, employees, volunteers, contract workers, and stakeholders (see 4.16 Harassment Policy)
- Falsification of employment records, documents or time sheets
- Damaging or destroying OGC property
- Gross neglect of duty
- Possession or use of weapons, alcohol or non-prescription/illicit drugs on OGC property or during OGC business hours or when the employee is representing OGC off OGC-premises
- Reporting to work under the influence of alcohol or non-prescription/illicit drugs (see 4.24 Substance Abuse Policy)
- Endangering the safety and/or health of yourself or others through horseplay or other unsafe acts
- Unauthorized removal of any OGC property, documents or records
- Refusing to cooperate or provide requested information during an OGC investigation
- Any other misconduct or improper behaviour not listed above may also result in progressive Corrective Discipline or Termination depending on the nature, severity and seriousness of the conduct involved.

The goal of progressive discipline is to correct unacceptable behavior by working with the employee to try and resolve the problem. In cases where the behaviour is not corrected, the discipline will increase in proportion with the seriousness of the misconduct and other relevant factors.

Progressive discipline generally contains the following stages: (for each same or similar misconduct):

- 1. Verbal warning (first or minor infraction):** If an individual fails to perform satisfactorily or to comply with OGC rules, the supervisor has the responsibility to discuss the matter with the individual in confidence. The individuals involved will have a discussion regarding the issue and any related circumstances. The supervisor will review job expectations, make sure that the job expectations are understood, and identify the violation. Recommendations will be made regarding how the individual is expected to handle similar incidents in the future. No written warning is issued, but a written record of the date and content of the discussion will be maintained by the supervisor, in a supervision file, and the individual should receive a copy.
- 2. Written warning(s):** For continued problems requiring further action beyond a verbal warning or for more serious infractions, the supervisor will issue a formal notice, in consultation with their supervisor and beyond, as required. The notice involves both discussions with the employee and an official written document. The written notice, which will be issued within 24 hours of the discussion, will include the facts of the situation, the expectations for future performance or conduct, and the possible effect on the employment should performance or conduct fail to improve. The written notice includes the signature of the employee indicating that he/she has received the warning and date received. The individual may write a response to this action. Copies are put in the employee's personnel file.
- 3. Termination:** The last step in the disciplinary procedure is termination. A termination letter will be prepared including: reference to the prior disciplinary actions, final date of employment, and monies due. All other British Columbia Labour Standards requirements will be followed. The operations manager and/or the personnel committee will initiate and carry out the termination. Termination may take place without prior disciplinary warnings in the case of major acts of misconduct.

A record of all disciplinary actions will be retained permanently in the employees personnel file.

Following any disciplinary actions the employee may review the Employee 2.9 - Conflict Resolution and Complaint Policy.

The employee signature on the documentation of the corrective action does not indicate agreement with the action taken; it acknowledges receipt of the corrective action. If the employee refuses to sign the corrective action, it will be noted by the supervisor that a copy was given to the employee and that he/she refused to sign.

All probationary employees are excluded from the steps outlined in this policy. All employees have a three-month probationary period upon commencement of employment. OGC is committed to giving adequate orientation and training to perform successfully in their job. Supervisors are expected to give performance feedback on a regular basis to employees and inform them of problems or progress toward performance expectations. Probationary employees will be aware of any concerns a supervisor may have and that termination could result if improvement is not demonstrated.

The nature of the incident warranting discipline may be such that the operations manager determines, in consultation with personnel committee or designate, it is appropriate to bypass the normal steps of progressive discipline. In cases of serious misconduct, discipline may commence at suspension and lead to termination, or discipline can start and end with termination. Personnel committee or designate shall provide labor relations information and support.

APPROVED BY OGC BOARD OF DIRECTORS OCTOBER 19, 2016