



University Students' Council Of Western University

Part-Time Staff Progressive Discipline Policy

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Related Document(s):	
Review Committee(s): Human Resources Committee, Board of Directors	
Delegates: Senior Manager, People and Development	

PREAMBLE:

The USC is committed to giving its Part-Time Staff the best chance to learn and succeed in their roles. As part of this approach, the USC is committed to on-the-job learning, whereby the organization works to help develop their skills throughout their term. This policy reflects that commitment and details how the organization plans to use a progressive discipline model to give its Part-Time Staff opportunities for education wherever possible.

This Policy is created under the Human Resources Directive of Council. This Policy should be read in context with the Human Resources Directive, which further defines terms used in this document.

1. SCOPE

1.1. This policy applies to all Part Time Staff as outlined in this policy. A Part Time Staff member is defined as an hourly employee who works less than 24 hours per week averaged over 3 consecutive USC quarters, within the University Students' Council at Western University. This includes all paid USC employees identified in this policy including those compensated through honoraria (Part-time Staff, Coordinators, Associate Vice-Presidents, Interns, Orientation Staff, and Members of the Gazette).

1.2. This policy is concerned with the enforcement of progressive discipline procedures.

2. PRINCIPLES

- 2.1. The USC is committed to on-the-job learning and shall seek to provide Part-Time Staff with opportunities to improve skills and job performance before taking disciplinary action.
- 2.2. The USC shall make all expectations of its Part-Time Staff clear at the start of their involvement with the organization as per the USC Part-time Scope of Responsibilities Policy.
- 2.3. The USC shall act early to identify potential areas of improvement for Part-Time Staff and shall seek to correct the identified areas through additional training and mentorship.
- 2.4. Wherever possible, the USC shall strive to acknowledge factors that lead to a need for progressive discipline. These factors shall include but are not limited to the following.
 - 2.4.1. Whether or not the problem has arisen as an intentional action/inaction on the part of the Part-Time Staff.
 - 2.4.2. Whether or not the Part-Time Staff accepts responsibility for their actions.
 - 2.4.3. Whether or not the problem is recurring.
 - 2.4.4. The prior job performance of the Part-Time Staff.
- 2.5. The USC shall keep a written record of any and all corrective and disciplinary efforts on behalf of the portfolio or operational supervisor for future reference. This record shall be considered to be sensitive material and shall be subject to Human Resource confidentiality standards.

3. DISCIPLINE CRITERIA

- 3.1. Progressive discipline procedures shall be commenced in the following circumstances.
 - 3.1.1. Unsatisfactory Performance: A Part-Time Staff fails to perform their job in a satisfactory manner as determined by their supervisor.
 - 3.1.2. Misconduct: A Part-Time Staff engages in conduct that is contrary to the following policies; Acceptable Use, Confidentiality, Conflict of Interest, Social Media and Workplace Conduct and any other Human Resource Policies that apply to all Part Time Staff, or compromises the safety of the workplace as determined by their supervisor or Human Resources.
 - 3.1.3. Negligence: A Part-Time Staff is consciously or unconsciously negligent. This includes unconscious negligence that results in a Part Time Staff's failure to perform their job to a satisfactory level and conscious negligence where a Part Time Staff knowingly neglects a duty resulting in either unsatisfactory job performance or workplace misconduct.

4. PROGRESSIVE DISCIPLINARY PROCESS

- 4.1. Unsatisfactory performance will be addressed with the Part-Time Staff member by their supervisor. The supervisor shall conduct an informal, face-to-face meeting with the Part-Time Staff to discuss how to rectify the situation.
- 4.2. The supervisor and the Part-Time Staff shall identify any development or additional training that is necessary and set out an expectation of how the performance will improve.
- 4.3. If job performance does not improve, the supervisor shall deliver a written warning of unsatisfactory performance to the Part-Time Staff and shall identify any steps that may be taken to correct the problem which could include a suspension for a period of time.
- 4.4. Should problems with job performance persist, the portfolio supervisor will make a decision about whether or not to dismiss the Part-Time Staff. Dismissal should be seen as a last resort after all other corrective avenues have been pursued.
- 4.5. Depending on the severity of the misconduct, immediate dismissal of the Part-Time Staff may be necessary.
- 4.6. A record of any and all corrective or disciplinary efforts shall be kept by the portfolio supervisor and a member of the Human Resources Department as per section 2.05.

5. COMMUNICATION

- 5.1. This policy will be explained as needed to workers through orientation or task-specific training, and will be included in new hire paperwork.
 - 5.1.1. All Members will be trained on this policy annually.

6. EVALUATION

- 6.1. This policy shall be reviewed annually and as needed through the Continuous Improvement Policy for Human Resources Policies.