

*Salt Spring Island Fire Protection District*

**POLICY MANUAL**

Section	Employment
Policy Number	AE-2402-01
Policy Title	Employee Dismissal for Just Cause

**POLICY OBJECTIVE**

The Board of Trustees (“Trustees”) of the Salt Spring Island Fire Protection District (“District”) expects that employees will exhibit the highest standards of conduct and that their conduct must instill confidence and trust and not bring the District into disrepute.

As a condition of employment, all employees are required to comply with the District’s *Code of Conduct*. Employees who fail to comply with these standards may be subject to disciplinary action up to and including dismissal.

For purposes of the policy, “employees” will be understood to include career and exempt employees, paid-on-call members, and volunteers acting on behalf of the District.

Certain types of misconduct may result in dismissal for just cause for which the District does not have to give written notice or compensation for length of service to an employee.

The extent to which employment misconduct constitutes just cause will be considered on a case-by-case basis.

**EMPLOYER’S DECISION TO DISCIPLINE**

When misconduct is relatively minor the employee will be subject to a system of progressive, corrective discipline. Progressive discipline will have several steps which may include a verbal warning, a written warning, and suspension.

Any of the following, if substantiated, will result in immediate dismissal for just cause without a warning letter or probationary period:

- physical or sexual assault or other violent act committed on District property or elsewhere against any other employee;
- serious willful misconduct where a refusal to comply with clear, lawful instructions, policies or operational guidelines had or could have had serious consequences to the District, its employees or members of the public.

Any of the following, if substantiated, may result in immediate dismissal without a warning letter or probationary period:

- theft;
- fraud and dishonesty;
- bullying or harassment of co-workers;
- breach of duty;
- conflict of interest;
- serious breach of District policies and operational guidelines
- serious undermining of the workplace culture;
- chronic absenteeism or tardiness; or
- unsatisfactory job performance.

## **GUIDELINES & PROCEDURES**

All concerns relating to employee misconduct shall be handled in confidence by the Fire Chief. Accusations against the Administrator or Fire Chief will be directed to the Chair of the Board of Trustees.

Unless an alternate process is stipulated in the Collective Agreement or contract of employment, the Fire Chief will meet with the employee to discuss the concern(s) usually within five (5) business days of receiving the complaint. If the alleged conduct is of such a serious nature that an immediate dismissal may be warranted the Fire Chief will refer the employee to the Chair of the Human Resources who will meet with the employee as soon as practical.

Any necessary inquiries or investigations will be completed in a timely manner after which the Fire Chief will meet with the employee and:

- a) determine that the concern(s) were not substantiated;
- b) determine that the concern(s) were substantiated, in whole or in part, and give the employee a warning setting out the consequences of further misconduct; set a probationary period with appropriate conditions; or recommend to the Chair of the Human Resources Committee that the employee be dismissed. The Human Resources Committee will meet to review and consider the Fire Chief's report to dismiss and recommend a course of action for consideration by the Board of Trustees.

### **BOARD DISCRETION**

The provisions set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

### **RELATED DOCUMENTS**

### **APPROVALS**

Approval date:	2016-02-15	Approved by:	Board of Trustees
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	