



King's University College Student ' Council

PROGRESSIVE DISCIPLINE POLICY

EFFECTIVE	April 29, 2024	SUPERSEDES	November 23, 2014
AUTHORITY	Speaker	RATIFIED BY	Speaker

PURPOSE

The KUCSC is committed to giving its members the best chance to learn and succeed in their roles. As part of this approach, the KUCSC is committed to on-the-job learning, whereby the organization works to develop the skills of its members throughout their term.

This policy reflects the commitment and details of how the organization plans to correct poor behaviour or performance through the progressive discipline process. The process will encourage education wherever possible.

SCOPE

This Policy applies to all KUCSC Council members associated with KUCSC. This policy does not apply to the Executive.

POLICY

- 1) The KUCSC is committed to continuous learning and shall seek to provide its voting and non voting members of Council with opportunities to improve skills and job performance before taking precipitous action.
- 2) The KUCSC shall make all expectations of its members clear at the start of members' involvement with the organization.
- 3) The KUCSC shall act early to identify potential areas of improvement by the member and shall seek to correct the identified areas through leadership development training.
- 4) The KUCSC shall not dismiss a member unless all possible steps have been taken to improve the performance of the member as set out in this policy.
- 5) Wherever possible, the KUCSC shall strive to acknowledge mitigating or aggravating factors that lead to a need for progressive discipline. These factors shall include but are not limited to the following:



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- a. Whether or not the problem has arisen as an intentional action/inaction on the part
 - b. of the members.
 - c. Whether or not the member accepts responsibility for their actions.
 - d. Whether or not the problem is recurring.
 - e. The prior behaviour or performance of the member.
 - f. The KUCSC shall endeavour to determine an accurate account of the actions and circumstances leading up to an identified problem before proceeding with corrective or disciplinary measures.
- 6) The KUCSC shall keep a written record of any and all corrective and disciplinary efforts on behalf of the portfolio supervisor for future reference. This record shall be considered to be sensitive material and shall be subject to confidentiality standards.

DISCIPLINE CRITERIA

Progressive discipline procedures shall be commenced in the following circumstances.

- 1) **Unsatisfactory Performance:** A member fails to perform their duties in a satisfactory manner as determined by their portfolio supervisor.
- 2) **Misconduct:** A member engages in conduct that is contrary to the efficiency and safety of the workplace as determined by their portfolio supervisor or General Manager.
- 3) **Negligence:** A member is consciously or unconsciously negligent. This includes unconscious negligence that results in a member's failure to perform their duties to a satisfactory level and conscious negligence where a member knowingly neglects a duty resulting in either unsatisfactory performance, behaviour, or workplace misconduct.
- 4) If a KUCSC member violates the King's University College Code of Student Conduct and the Dean of Student Affairs recommends removal of the member, the KUCSC will follow the recommendation, potentially resulting in the removal of the member from KUCSC.

DISCIPLINE FOR UNSATISFACTORY PERFORMANCE OR BEHAVIOUR

- 1) At the first sign of unsatisfactory performance or behaviour, the member's portfolio supervisor shall conduct an informal, face-to-face meeting with the



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member to discuss how to rectify the situation.

- 2) The supervisor and the member shall identify any leadership development training that is necessary, and time will be allowed for performance and/or behaviour to improve.
- 3) If the member's performance and/or behaviour does not improve, the portfolio supervisor shall deliver a written warning of unsatisfactory performance and/or behaviour to the member and shall identify any steps that may be taken to correct the problem.
- 4) Should problems with the member's persist, the portfolio supervisor will make a decision about whether or not to dismiss the member. Dismissal should be seen as a last resort after all other corrective avenues have been pursued.
- 5) A record of any and all corrective or disciplinary efforts shall be kept by the President and General Manager.

DISCIPLINE FOR MISCONDUCT

- 1) At the first sign of misconduct, the member's portfolio supervisor and KUCSC General Manager shall conduct an informal, face-to-face meeting with the member to discuss how to rectify the situation.
- 2) Depending on the severity of the misconduct, immediate dismissal of the member may be necessary.
- 3) If the member persists with their misconduct, the portfolio supervisor shall deliver a written warning to the member and shall identify any steps that may be taken to correct the problem.
- 4) Additionally, if member misconduct persists after a written warning is delivered, the President may suspend the member for a period of time.
- 5) Should problems with member misconduct persist, the President will make a decision about whether or not to dismiss the member. Dismissal should be seen as a last resort after all other corrective avenues have been pursued.
- 6) A record of any and all corrective or disciplinary efforts shall be kept by the President and the General Manager.



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6. DISMISSAL

- 1) Should it be deemed necessary to dismiss a member from their position, a motion shall be brought before the Board of Directors by the portfolio supervisor with the recommendation of dismissing the member.

- 2) A portfolio supervisor shall bring a recommendation of removal to the President. Between the two individuals a general consensus among the Board of Directors of removal will be made.

- 3) Should the Board or Directors approve a motion to dismiss a member, the dismissal shall take immediate effect and the member in question shall be notified of the decision in writing by the President at the soonest possible time.

- 4) The resulting vacancy due to a member being dismissed shall not be filled or opened to applications until after the dismissed member has been given written notice of their dismissal.

- 5) A decision to dismiss a member by the Board of Directors shall be final.

7. PROCEDURAL AUTHORITY

- 1) Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the KUCSC General Manager.
 - a. The scope of such Procedure is limited to the scope of this policy.

 - b. In the event of any conflict, this Policy supersedes any documents created under it.

 - c. Any new Procedures and amendments to any existing Procedures must be ratified by the Executive Council before taking effect.

POLICY REVISIONS

Revision Date	Details of Revision	Release Date	Authorization
	Initial release		GCOC



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January 2024	<p>Review and reformat of policy. With the following updates:</p> <ul style="list-style-type: none"> ● Replace "volunteer" with "member" throughout the doc. ● Added "Behaviour" with performance throughout the doc. ● Replaced the word "job" with "duties" throughout the doc ● Updated Title – removed "volunteer" ● Updated 2nd para of Purpose. ● Updated the scope – Replace "volunteer" with "voting and non voting members of council." ● Disciplinary Criteria e) wording updated ● Discipline for Misconduct – added "President" to section 4, 5, and 6. ● Dismissal 2) Previous statement – Any motion to dismiss a volunteer shall be made in an in camera meeting of the Executive Council. ● Dismissal 3) Replaced Executive Council with Portfolio Supervisor, President, and General Manager 	February 2024	