



King's University College Students' Council
**VOLUNTEER PROGRESSIVE
DISCIPLINE POLICY**

EFFECTIVE: November 23rd, 2014 **SUPERSEDES:** N/A

AUTHORITY: Executive Council **RATIFIED BY:** Council
November 23rd, 2014

RELATED DOCUMENTS: • By-Law #1 **PAGE | 1 of 4**

PREAMBLE:

The KUCSC recognizes and values the immense support and contributions that it receives from volunteer members of council and, as such, is committed to the fair and transparent handling of disciplinary issues. Wherever possible, the KUCSC seeks to rectify any issues by building the skill set of all parties and improving policy or procedure where necessary.

1.00 SCOPE

1.01 This policy shall outline potential violations and sanctions that may affect non-compensated members of council (that is, anyone who is neither paid nor eligible for honoraria). This document includes the rights and responsibilities of both the KUCSC and applicable members regarding disciplinary action.

2.00 PRINCIPLES

2.01 The KUCSC is committed to on-the-job learning and shall seek to provide its volunteers with opportunities to improve skills and job performance before taking precipitous action.

2.02 The KUCSC shall make all expectations of its volunteers clear at the start of the volunteer's involvement with the organization.

2.03 The KUCSC shall act early to identify potential areas of improvement in its volunteers and shall seek to correct the identified areas through improved transition and training procedures.

2.04 The KUCSC shall not affect the dismissal of a volunteer unless all possible steps have been taken to improve the performance of the volunteer as set out in this policy.

2.05 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:

(1) Whether or not the problem has arisen as an intentional action/inaction on the part of the volunteer.

(2) Whether or not the volunteer accepts responsibility for their actions.



King's University College Students' Council **VOLUNTEER DISCIPLINE POLICY**

PAGE | 2 of 4

(3) Whether or not the problem is recurring.

(4) The prior job performance of the volunteer.

2.06 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.

2.07 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 Human Resource confidentiality standards.

3.00 DISCIPLINE CRITERIA

3.01 Progressive discipline procedures shall be commenced in the following circumstances:

(1) **Unsatisfactory Performance:** A volunteer fails to perform their job in a satisfactory manner as determined by their portfolio supervisor.

(2) **Misconduct:** A volunteer engages in conduct that is contrary to the efficiency and safety of the workplace as determined by their portfolio supervisor.

(3) **Negligence:** A volunteer is consciously or unconsciously negligent. This includes unconscious negligence that results in a volunteer's failure to perform their job to a satisfactory level and conscious negligence where a volunteer knowingly neglects a duty resulting in either unsatisfactory job performance or workplace misconduct.

4.00 DISCIPLINE FOR UNSATISFACTORY PERFORMANCE

4.01 At the first sign of unsatisfactory performance, the volunteer's position supervisor shall conduct an informal, face-to-face meeting with the volunteer to discuss how to rectify the situation.

4.02 The supervisor and the volunteer shall identify any leadership development training that is necessary and time will be allowed for performance to improve.

4.03 If job performance does not improve, the portfolio supervisor shall deliver a written warning of unsatisfactory performance to the volunteer and shall identify any steps that may be taken to correct the problem.

4.04 Should problems with job performance persist, the portfolio supervisor will make a decision about whether or not to dismiss the volunteer. Dismissal should be seen as a last resort after all other corrective avenues have been pursued.



King's University College Students' Council

VOLUNTEER DISCIPLINE POLICY

4.05 A record of any and all corrective or disciplinary efforts shall be kept by the portfolio supervisor and on file by the General Manager.

5.00 DISCIPLINE FOR MISCONDUCT

5.01 At the first sign of misconduct, the volunteer's position supervisor and one (1) other member of the Executive Council, including the Governance Officer, shall conduct an informal, face-to-face meeting with the volunteer to discuss how to rectify the situation.

(1) Depending on the severity of the misconduct, immediate dismissal of the volunteer may be necessary.

5.02 If the volunteer persists with their misconduct, the portfolio supervisor shall deliver a written warning to the volunteer and shall identify any steps that may be taken to correct the problem.

5.03 Additionally, if volunteer misconduct persists after a written warning is delivered, the portfolio supervisor may suspend the volunteer for a period of time.

5.04 Should problems with volunteer misconduct persist, the portfolio supervisor and Governance Officer will make a decision about whether or not to dismiss the volunteer. Dismissal should be seen as a last resort after all other corrective avenues have been pursued.

5.05 A record of any and all corrective or disciplinary efforts shall be kept by the portfolio supervisor and General Manager.

6.00 DISMISSAL

6.01 Should it be deemed necessary to dismiss a volunteer from their position, a motion shall be brought before the Executive Council by the portfolio supervisor with the recommendation of dismissing the volunteer.

6.02 Any motions to dismiss a volunteer shall be moved in an in camera meeting of the Executive Council.

6.03 Should the Executive Council approve a motion to dismiss a volunteer, the dismissal shall take immediate effect and the volunteer in question shall be notified of the decision in writing at the soonest possible time.

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



King's University College Students' Council VOLUNTEER DISCIPLINE POLICY

PAGE | 4 of 4

6.05 A decision to dismiss a volunteer by the Executive Council shall be final.

- (1) Notwithstanding section 6.05, any elected position (that is, any representative) may appeal their dismissal to council by submitting a motion to the effect within three (3) days of their dismissal.
 - i. The member shall be considered suspended from the point of dismissal until the time at which the dismissal is overturned or comes into effect.
 - a. While suspended the member cannot perform any actions or duties in the name of the KUCSC or access any KUCSC funds or other resources without the expressed approval of the KUCSC Executive Council.
 - (a) In this instance, approval by the KUCSC Executive Council shall be understood to require a simple majority.
 - ii. Their dismissal shall not come into effect until the deadline for appeal has lapsed without submission or Council has heard and rejected the appeal.
 - iii. A properly posted motion appealing the dismissal that gains two-thirds (2/3) support at a Duly Constituted Meeting of Council shall overturn the dismissal.

7.00 PROCEDURAL AUTHORITY

7.01 Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by Executive Council.

- (1) The scope of such Procedures is limited to the scope of this policy.
- (2) In the event of any conflict, this Policy supersedes any documents created under it.
- (3) Any new Procedures and amendments to any existing Procedures must be ratified by the Executive Council before taking effect.
- (4) Any Procedures ratified by the Executive Council, or any subsections therein, may be repealed by a resolution of Council.