



University Students' Council of the University of Western Ontario VOLUNTEER PROGRESSIVE DISCIPLINE POLICY

EFFECTIVE: Oct 2, 2012

SUPERSEDES: None.

AUTHORITY: General Manager (Staff)
President (Executive)

RATIFIED BY: Executive Council
Oct 2, 2012

RELATED DOCUMENTS:

- HR Directive
- Volunteer Scope of Responsibilities

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PREAMBLE:

The USC is committed to giving its volunteers 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 develop the skills of its volunteers throughout their term. This policy reflects that commitment and details how the organization plans to use a progressive discipline model to give its volunteers opportunities for education wherever possible.

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

1.00 SCOPE

- 1.01 This policy applies to all volunteers of the USC as defined by the Volunteer Scope of Responsibilities.
- 1.02 This policy is concerned with the enforcement of progressive discipline procedures.

2.00 PRINCIPLES

- 2.01 The USC 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 USC shall make all expectations of its volunteers clear at the start of the volunteer's involvement with the organization.
- 2.03 The USC shall act early to identify potential areas of improvement in its volunteers and shall seek to correct the identified areas through leadership development training.
- 2.04 The USC 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 USC 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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- (1) Whether or not the problem as arisen as an intentional action/inaction on the part of the volunteer.
 - (2) Whether or not the volunteer accepts responsibility for their actions.
 - (3) Whether or not the problem is recurring.
 - (4) The prior job performance of the volunteer.
- 2.06 The USC 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 USC 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 or Human Resources.
 - (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.



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- 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.
- 4.05 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 2.06 of this Policy.

5.00 DISCIPLINE FOR MISCONDUCT

- 5.01 At the first sign of misconduct, the volunteer's position supervisor and a member of the Human Resources Department 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 and a member of the Human Resources Department may suspend the volunteer for a period of time.
- 5.04 Should problems with volunteer misconduct persist, the portfolio supervisor and a member of the Human Resources Department 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 a member of the Human Resources Department as per section 2.06 of this Policy.

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.



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

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 the Human Resources Department.
 - (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.