



UNIVERSITY OF MANITOBA POLICY

Policy:	DISCIPLINE AND DISMISSAL FOR EXCLUDED MANAGEMENT, ADMINISTRATIVE AND PROFESSIONAL STAFF
Effective Date:	January 24, 2006
Revised Date:	
Review Date:	January 24, 2016
Approving Body:	Board of Governors
Authority:	University of Manitoba Act Section #16, (1)(b)
Responsible Executive Officer:	President delegated to Vice-President (Administration)
Delegate: (If applicable)	
Contact:	Executive Director of Human Resources
Application:	Employees: All Excluded Management, Administrative and Professional Staff

Part I Reason for Policy

To define appropriate ways of communicating and dealing with serious gaps between expected and actual job performance after completion of the probation period for non-unionized support staff excluded from bargaining units.

Part II Policy Statement

2.1 Supervisory and managerial staff have a responsibility to communicate the assessment of job performance, both positive and negative, to University employees.

2.1.1 The first form of communication shall occur on a regular basis through the probationary trial period in the position.

2.1.2 Following completion of the probationary or trial period, communication shall occur on a regular basis through the performance planning and review process provided under Policy Performance Planning and Review - Support Staff.

2.2 The University recognizes that it may be necessary to discipline and/or dismiss an employee who has successfully completed a probationary or trial period for :

- a) failure to perform his/her duties and responsibilities satisfactorily or neglect of duty;
- b) failure to conduct himself/herself in accordance with the policies, procedures and regulations of the University;
- c) inappropriate behaviour such, as but not limited to, disobedience or insubordination, harassment, theft, dishonesty, violence; or
- d) other severe problems resulting in just cause.

2.3 Discipline or dismissal may take any one of three (3) options:

- a) progressive discipline which may lead to termination of employment;
- b) termination of employment for just cause (no notice required); or
- c) termination of employment (with notice).

2.3.1 The University encourages and supports the use of progressive discipline, wherever possible and practical.

2.4 Discipline or dismissal shall be decisions made in consultation with a representative of the Staff Relations unit of Human Resources.

Part III Accountability

3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents are required.

3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this policy.

Part IV Authority to Approve Procedures

4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

Part V Review

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is January 24, 2016.
- 5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary.
- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
 - a) comply with the revised Policy; or
 - b) are in turn rescinded.

Part VI Effect on Previous Statements

- 6.1 This Policy supersedes:
 - a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein;
 - b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein;
 - c) 1105 Discipline and Dismissal Policy (August 15, 1975).

Part VII Cross References

Policy: Performance Planning and Review

Procedures: Discipline and Dismissal of Excluded Management, Administrative and Professional Staff