

Staffing & Employment
HACC Standard 3
AQTF Standard 7
Review Date

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POLICY REGISTER

Subject: Staff Disciplinary Procedure

Primary Responsibility:

Board members and Executive Officer

Policy:

WSCF will ensure that any disciplinary action is handled competently, fairly and quickly.

Procedure:

General process and principles

WSCF aims to:

- Manage the disciplinary action quickly
- Provide the staff member with the opportunity to discuss the matter

Reporting conflict, grievance, disputes and complaints

- (i) Through their day to day staff management role, the Executive Officer has delegated authority from the Board to hear, further investigate and seek solutions to work performance, attitudinal and other staffing problems.
- (ii) Where the Executive Officer has concerns about the work performance or conduct of a staff member, the Executive Officer will initiate counselling to make them aware of the deficiencies in their performance and the standard of performance that is required. At the commencement of counselling the Executive Officer will make the staff member aware of the nature of the counselling meeting and the specific areas of concern. Such counselling may or may not be concluded by the Executive Officer giving the staff member a verbal warning to improve performance or cease the conduct complained of.
- (iii) Should the Executive Officer, after attempting to manage it through counselling the staff member, assess that further disciplinary action may be necessary, formal disciplinary action will commence.

- (iv) A formal meeting with the staff member and the Executive Officer will be convened. Ten (10) working days notice will be given of this meeting and a request to attend the meeting will be provided to the staff member in writing detailing the issues to be addressed. The staff member will be invited to present their case to this meeting.
- (v) The staff member can invite a Union representative or support person to attend this meeting.
- (vi) The Executive Officer will consider the conflict, dispute, grievance or complaint and the staff member's response.
- (vii) The Executive Officer should look at options of warnings and probation rather than immediate dismissal of staff.

Disciplinary action

The Executive Officer is delegated by the Board to enact any disciplinary action, which may include:

- (i) Counselling (or further counselling as the case may be) the staff member about expectations of the work and documentation about improvements/changes required. A file note will be placed on the staff member's file. After twelve months the file note can be destroyed if no further disciplinary action occurs.
- (ii) Other options might include a probationary period under supervision, agreement for performance improvements with monitoring, or reduction in responsibility.
- (iii) First written warning detailing how the staff member must improve performance. A file note would be placed on the staff member's file. After twelve months the file note can be destroyed if no further disciplinary action occurs.
- (iv) Should the problem for which the staff member received a first written warning persist or re-occur, the procedure should be re-implemented and if the Executive Officer is satisfied that further disciplinary action is required, a second warning would be issued in writing. After twelve months the warning can be destroyed if no further disciplinary action occurs.
- (v) Should the problem for which the staff member received a second written warning persist or re-occur, the procedure should be re-implemented and if the Executive Officer is satisfied that further disciplinary action is required, a final warning would be issued in writing.

After twelve months the warning can be destroyed if no further disciplinary action occurs.

- (vi) If three warnings have been issued, the staff member will face dismissal. The dismissal of staff will follow the procedures as per Clause 47 of the SACS Award.

Notice of Termination

- (i) Except for misconduct, justifying summary dismissal, the services of a staff member will be terminated by WSCF only by notice as prescribed by the following:

Years of Continuous Service Notice Required:

- Not more than 1 years - at least one week
- More than 1 but not more than 3 years - at least two weeks
- More than 3 but not more than 5 years - at least three weeks
- More than 5 years - at least four weeks

- (ii) Where a staff member is over 45 years of age they shall receive in addition to the above table, one week's extra notice, provided the staff member has had two years service.

- (iii) Nothing in this clause shall prevent WSCF from giving payment in lieu of, and equal in value to, the relevant period of notice.

- (iv) A staff member may terminate their service by giving WSCF two weeks notice or by forfeiture of two weeks pay in lieu of notice.

Adopted by the Board on:

CROSS REFERENCE

- Social & Community Services Award
- WSCF Above Award Employment Conditions
- Staff Supervision and Support Policy
- GP5 Privacy & Confidentiality Policy
- GP6 Conflict Resolution Policy
- Harassment Policy