

POLICY 8.6 – Discipline and Discharge

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Subject: Discipline and Discharge

Approving Authority: Board of Governors

Responsible Officer: Associate Vice-President (Human Resources)

Responsible Office: Human Resources

Related Procedures:

Related University Policies:

Effective Date: May 4, 2017

Supersedes: September 10, 1999 [*Previously MAPP 8.8 – Discipline and Discharge*]

I. PURPOSE

The purpose of this policy is to explain the process to be followed by Western in applying disciplinary action to Select Administrative Group Employees (SAGE) members.

II. DEFINITIONS

For purposes of this policy, “*dismissal*” refers to the termination of a SAGE member’s employment with Western due to performance issues, misconduct, or other culpable behaviour, and does not include termination of the employment relationship on a “without cause” basis (as described in [Policy 8.8](#)).

III. POLICY

- 1.00 A SAGE member shall not be reprimanded in writing, suspended, dismissed or otherwise disciplined without just cause. A SAGE member who is disciplined shall be sent a letter confirming the discipline, with the reasons for the discipline, within four (4) days after the discipline is imposed.
- 2.00 Any disciplinary record(s) which are more than two (2) years’ old shall not be relied upon by Western in taking disciplinary action, provided that the SAGE member has not been subject to any further disciplinary action of any nature within the two-year period.
- 3.00 A SAGE member who is being suspended or dismissed shall be entitled, at his/her option, to have another SAGE member present at the time the disciplinary action is imposed. The SAGE member will be notified of this right prior to the meeting at which the discipline is to be imposed.