

**TOWN OF
AMHERSTBURG**



POLICY NO.: H00 - Discharge for Cause

SOURCE: Council Minutes

SECTION: Report 10

DATE ENACTED: October 23, 2006

DATE OF AMENDMENT:

SUBJECT:

Discharge for Cause

INTENT:

Discharge is an extreme form of discipline, which may be invoked due to improper conduct of an employee. In such cases, the conduct is of such a nature that continued employment would be contrary to the best interests of the Town.

SCOPE:

This policy applies to all employees.

PROCEDURE / IMPLEMENTATION:

Authority for discharging the Chief Administrative Officer or a Department Head rests with Council. The Chief Administrative Officer is authorized to make a recommendation to discharge a department head.

Authority for discharging an employee below the rank of Department Head rests with the CAO based on recommendations from the appropriate Department Head. Where an employee has been appointed by by-law, a Council by-law or resolution is required to discharge the employee.

Where circumstances arise which may justify the discharge of the employee, the supervisor involved will immediately report the matter to the Department Head and the CAO. The CAO will review the matter with the appropriate Department Head, and then impose the appropriate discipline which may include discharge. In the meantime, the supervisor will advise the employee that the employee is suspended without pay until further notice.

Discipline, suspension and discharge proceedings are to be completed in accordance with the appropriate collective agreement.

SEE ALSO POLICY ON

Discipline