

The leader in labour law education.

The Progressive Discipline Seminar For Supervisors and Stewards

How to tackle today's most challenging
discipline cases with skill and confidence

Discipline?
Accommodate?
Excessive absenteeism
Bad attitude
Poor performance
Doctor's note?
Substance addiction?
Warning?
Zero tolerance?



Edmonton | June 29, 2016
Westin Hotel

 **labour law online.ca**
CENTRE FOR LABOUR-MANAGEMENT DEVELOPMENT

The Progressive Discipline Seminar For Supervisors and Stewards

Learn how to put the principles of progressive discipline into action by attending this practical one-day seminar for front-line union and employer representatives.

With the help of an experienced labour lawyer, supervisors and stewards will leave this seminar knowing how to tackle today's toughest discipline cases with skill and confidence.

PRESENTER:



Grant Mitchell, Q.C.
Partner
Taylor McCaffrey LLP
Winnipeg

Grant Mitchell, Q.C. is a labour lawyer and educator with over 30 years of experience representing clients in labour law matters.

Mr. Mitchell has addressed thousands of union and employer representatives across Canada on progressive discipline in the unionized workplace and has earned top ratings for his clear and effective communication style.

He is a partner in the Winnipeg law firm, Taylor McCaffrey LLP.



SUPER GROUP RATES AVAILABLE

ATTEND AND LEARN:

- The fundamental principles of progressive discipline
- How to apply the principles in common discipline situations
- How improper discipline can be challenged

WHO SHOULD ATTEND:

- Front-line supervisors and union stewards from unionized workplaces who need to make informed discipline decisions
- Labour lawyers and inhouse counsel responsible for counselling clients on discipline and discharge

SEMINAR BINDER INCLUDES:

- Full coverage of all seminar topics
- Answers to frequently asked discipline questions
- Summaries of important cases

Discipline? Accommodate?

Attend this practical one-day seminar and learn how to tackle today's toughest discipline cases with skill and confidence

The Fundamentals of Progressive Discipline

Key concepts and underlying principles governing progressive discipline in the unionized workplace:

- Questions to ask before any discipline is imposed
- The key stages of progressive discipline
- Just cause, mitigating factors and culminating incidents
- Effective and ineffective warnings
- When discipline should never be used

Discipline and Human Rights

Accommodation and other human rights protections to consider before discipline is imposed:

- When to discipline, when to accommodate
- Enforceability of automatic-termination clauses
- Enforceability of zero-tolerance policies
- Enforceability of last-chance agreements

Drugs, Alcohol and Discipline

Guidelines for handling cases of misconduct involving drugs or alcohol:

- Distinguishing between substance abuse and dependency
- Handling impairment at work
- Dealing with the employee in denial
- Practical considerations for accommodating substance-dependent employees

Poor Performance and Bad Attitude

What are appropriate standards of employee performance and how should they be measured?

- Appropriate and inappropriate responses to poor performance
- Defining the standards and communicating them to employees
- Performance standards for probationary employees
- Can an employee be disciplined for bad attitude alone?

Dealing with Excessive Absenteeism

What are some legitimate employer responses to excessive innocent absenteeism?

- When is absenteeism considered innocent vs. disciplinary?
- How much absenteeism is considered excessive?
- When does termination become an option?
- When can absenteeism policies be challenged on human rights grounds?

Dealing with Pattern Absences

What options are available to employers when dealing with suspicious absences?

- When do employers have just cause to intervene?
- Appropriate employer responses
- When substance abuse is suspected as the root cause
- Surveillance and other options available to verify suspicious absences

Enforcement of Employer Rules

When are employer rules valid and enforceable, and when are they subject to union challenge?

- The legal requirements for valid employer rules
- The impact of an unreasonable rule
- How should rules be communicated to employees?
- Enforcing rules that have been unevenly enforced

*Bad attitude?
Poor performance?
Doctor's note?
Warning?*

Registration:
8:00–8:30 a.m.

Seminar:
8:30–4:30 p.m.

Lunch Break:
12:00–1:15 p.m.

4 easy ways to register

1. **by mail**
2. **toll-free fax**
3. **toll-free phone**
4. **online**

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 141 Bannatyne Ave., Suite 250,
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- Please register us for The Progressive Discipline Seminar in:
 Edmonton, June 29, 2016
- I cannot attend but please send me notice of future programs by mail
 or email below.

Name and organization will appear on name tag. (Please print clearly)

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CALENDAR

**The Progressive Discipline Seminar
 for Supervisors and Stewards**

Winnipeg	June 7
Brandon *NEW	June 8
Saskatoon	June 22
Vancouver	June 23
Regina	June 28
Edmonton	June 29

The 22nd Annual Alberta Labour Law Review

Edmonton November TBA

TUITION

Includes one-day seminar, binder, Certificate of Attendance, continental breakfast and refreshments. Other meals and guestroom accommodations are not included.

Individual \$425 (plus \$21.25 GST = \$446.25)
Group (3+ each) \$395 (plus \$19.75 GST = \$414.75)
Super Group (7+ each) \$365 (plus \$18.25 GST = \$383.25)

To qualify for group rates, individuals must be from the same organization or union local and register together.

CANCELLATIONS must be in writing and received by June 22, 2016 in order to qualify for a full refund less a \$50 administration fee. Non-compliance will result in liability for the entire tuition.

SUBSTITUTIONS may be made at any time.

PRESENTERS are confirmed at the time of publication, but are subject to change in emergencies.

GST No. 122060569