

Revisions 5/1/08

### **Why was the discipline policy revised?**

As a result of ongoing review and drawing on feedback from field managers and labor, it was determined that the discipline policy could be more effective if additional focus was placed on training and coaching. Consequently, the policy was modified to incorporate more opportunities for coaching and training, while maintaining a practical level of disciplinary action to be used when necessary.

### **When are the revisions effective?**

May 1, 2008

### **What are the key revisions?**

The following are key changes to the policy

- a. If the disciplinary action for the assessed level is suspension, some or all of the suspension time may be replaced with training
- b. The suspension period for a level 4 assessment has been reduced from 30 to a maximum of 10 days
- c. The suspension period for a level 4C assessment has been reduced from 120 or 180 days (depending on EQMS score) to a maximum of 60 days. The suspension period is no longer tied to the EQMS score.
- d. Training, coaching and conferencing options are available for a wider range of assessment levels. The disciplinary option selected by management will be based on the severity of the infraction, circumstances surrounding the infraction, and the individuals past performance.
- e. Level 1 and Level 2 infractions will all be handled through coaching. If level 1 or level 2 infractions become excessive, a violation of rule 1.13 may be charged.
- f. Rules 1.2.5 (Reporting Personal Injuries), 1.13 (Reporting and Complying with Instructions) and 1.15 (Duty – Reporting or Absence) moved from level 2 to level 3 rules
- g. Previously a level 3 infraction coupled with a current status of level 4 would have produced a level 5 assessment. This combination now results in an assessed level of 4.
- h. Previously a level 3 infraction coupled with a current status of level 4C would have produced a level 5 assessment. This combination now results in an assessed level of 4C.

## Has anything changed between FTX and Discipline?

- a. FTX and discipline are still separate policies. Prior to May 1, 2008, violations observed within FTX were handled through on-ground coaching as long as the employee was eligible for FTX (EQMS score of 900 or higher) and the rule violated was not a Cardinal, 4-C, or level 5 rule. If the employee was not eligible due to an EQMS score below 900 or because a Cardinal, 4C, or level 5 rule was violated, the infraction was handled through the disciplinary process.
- b. As of May 1, 2008, the EQMS score does not determine FTX eligibility. With the exception of Cardinal, 4C and level 5 rules, rule violations occurring during FTX events will be handled with coaching unless the individual's violation history is excessive or circumstances surrounding the infraction dictate otherwise. Infractions occurring outside of FTX will be handled through discipline.