

START Policy

Supervisor's Quick Reference Guide – Questions & Answers

Applicable to T&E employees and Yardmasters

What happens if Counseling/Alternative Handling is not offered within 3 days?

Minor offenses will not be handled and serious offenses may still be handled within the time limits of the appropriate Collective Bargaining Agreement.

When should a discipline hearing be held in connection with a Minor offense?

Only when the employee believes he/she did not commit the infraction; therefore, he/she requests it.

What happens if a formal hearing is held for a Minor offense?

If found guilty following a formal investigation; the infraction will still be categorized as a Minor offense, and discipline (unless in Phase II) will likely range from a Letter of Reprimand to deferred time.

Will a minor offense activate deferred time?

Alternative handling for a minor offense will not activate deferred time, but deferred time issued as a result of a formal investigation will if within probationary period (see Probation . Period on reverse side)

Can the classification of an infraction (Minor or Serious) be elevated because the employee elects to proceed to a formal hearing?

No. Once the offense is classified, it will be handled within those parameters.
Note: A Minor offense may be subject to Serious or Major handling due to progression.

Can an employee who has entered Phase II handling due to an excessive number of minor offenses in one year return to Phase I handling for minor offenses?

Yes, if the employee does **not** commit a minor or serious offense during a subsequent two-year period, the employee will revert to having minor offenses handled with counseling.

Are offenses removed from my Career Service Record Once the 12 or 24 month rolling period expires?

No. Offenses remain on an employee's Career Service Record, but will not be counted for progression purposes once the rolling period expires.

How are multiple violations detected during a rules check handled?

They should be treated as a single violation.

What are the guidelines for assessing discipline for absenteeism?

1. Counseling Session confirmed by Letter or Warning (Non-Disciplinary)
2. Letter of Reprimand*
3. 15 Days Deferred Suspension*
4. 30 Days Deferred Suspension*
5. Dismissal* *Steps 2-5 must be handled in accordance with collective bargaining agreement discipline procedures

Please direct any questions to the Labor Relations Officer that handles your territory.