

The Women's and Children's Health Care Network	HUMAN RESOURCES	No: <b>3-15-1-001</b>
<b>Policy</b> <b>SUSPENSION FROM DUTY</b>		Revision No: 3
		Date for Review: Nov 1999
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### 1. *Policy statement*

A staff member may be suspended from duty on pay where, by the nature of the employee's actions or behaviour, there is grounds to believe that the best interests of the Network, its patients or the individual may be seriously compromised by allowing the employee to continue to work.

### 2. *Persons Affected*

All Staff

### 3. *Definition of terms*

**Suspension** is a procedure to be followed in the event that a member of staff presents for duty, and by his/her actions demonstrates an unfitness to safely carry out his/her contracted responsibilities.

Examples of when the suspension procedure is appropriate include:

- The employee's behaviour is erratic and has the potential to cause injury to themselves, or others.
- The employee appears to be under the influence of alcohol or other drugs.
- The employee has engaged in action which is considered to be a serious and wilful breach of acceptable work behaviour or which causes imminent and serious risk to the reputation, viability or profitability of the Hospital.

### 4. *Responsibility*

Divisional Directors, Nursing Service Co-ordinators and Department Heads and the authorised delegates of the Human Resource Manager are authorised to suspend a staff member from duty.

The authorised officer is to ensure, wherever practicable, that the Employee Relations Manager, or authorised delegate is present as a witness while suspension invoked.

### 5. *Criteria*

- Where the behaviour of an employee is considered inappropriate to the work setting, and likely to compromise the best interests of the Network, the employee is to be immediately suspended from duty on full pay, pending the outcome of a detailed investigation into the matter.
- Where circumstances permit, the suspension should be discussed with Employee Relations Manager immediately prior to action being taken, where this is not practicable, the Employee Relations Manager is to be notified at the earliest moment thereafter.
- Where a suspension is to be invoked, the authorised officer is to ensure that a witness is present while the procedure is performed. During normal working hours this should be the Employee Relations Manager, or authorised delegate.

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- Where an employee is suspended, he/she is to be informed of the reason for the suspension and that the suspension is with pay.
- The suspended employee is to be directed to immediately cease work, and is also to be informed of the next step in the process. (ie. where they are to report to, or alternatively, that they are to leave the premises and contact the Network at a future specified time).
- During any suspension process the welfare of the employee is to be considered and if appropriate counselling or medical services offered.
- In those circumstances where the employee's behaviour is thought to be a result of emotional, alcohol or drug related disturbance, the offer of a taxi at the Network's expense to the employee's home address should also be made.

6. *Special provisions/reference documents ( which may be referred to )*

Human Resources Policy, Resolution of Serious Employment Problems is also relevant to this policy statement.

7. *Bibliography*

Author	Department	Position	Approved	Date
P Goulding	Human Resources	Employee Relations Officer	HEC	14.4.97