

Policy number:	V-11	Subject:	DISCIPLINARY PROCEDURE
		Revision:	none
Approved:	Agency Board:	August 8, 1995	
	Policy Council:	August 23, 1995	

POLICY

It is the policy of the agency that any employee who violates any of the agency's standards of job performance and behavior shall be subject to progressive disciplinary action as set forth below.

PROCEDURES

- A. On the occasion of the first incident in cases other than gross misconduct, the supervisor shall generally take the following action:
1. Meet with the employee to discuss the matter;
 2. Inform the employee of the nature of the problem and action necessary to correct it; and
 3. Prepare a memorandum for the supervisor's own records indicating that the meeting has taken place and the facts of the meeting.
- B. Should a second incident occur, the supervisor shall hold a second meeting with the employee at which the following action shall be taken:
1. Issue a written reprimand to the employee;
 2. Warn the employee that a third incident will result in more severe disciplinary action;
 3. Place the employee on probation; and
 4. Prepare and forward for the personnel file a written report describing the first and second incidents and summarizing the action taken during the meeting with the employee. Employees should not assume that two "warnings" will always be given, as serious work rule violations such as child abuse may result in immediate suspension with possible termination.
- C. Should additional incidents occur, the supervisor shall take progressive disciplinary action as follows:
1. Issue a written reprimand or warning; or
 2. Suspend the employee without pay for up to five working days;
 3. Suspend the employee without pay indefinitely and recommend termination. This step must be approved by the Program Administrator prior to action being taken.

- D. Prior to taking action under section C(3), the supervisor shall prepare and forward to the Program Administrator a written report describing the violations, indicating the timing between the violations, and summarizing the action taken or recommended and its justification.
- E. The progressive disciplinary procedures described in Steps (A), (B), (C), and (D) may be applied to an employee who is experiencing a series of unrelated problems involving job performance and/or misconduct.
- F. In cases involving serious misconduct, such as violation of law, theft, child abuse, disregard of safety rules, falsification or destruction of records, the steps contained in the above Procedures may be disregarded. The supervisor shall suspend the employee without pay immediately and, if appropriate, recommend termination of the employee.
- G. If a supervisor recommends that an employee be terminated, the employee may request a hearing with the Program Administrator. The chain of administrative command related to grievance will be followed and the organizational chart may be used as a reference.
- H. No employee benefits shall be paid or accrued to any employees while they are suspended from work. Suspension without pay for up to five days will generally not affect fringe benefits such as insurance status.
- I. Employees who believe they have been disciplined too severely or without good cause should be encouraged to utilize the Grievance Procedures.
- J. A period of one year during which an employee experiences no disciplinary problems shall generally nullify the order of progressive concern and discipline. The performance appraisal should note that no additional problems have been noted, and reflect performance for the period of the evaluation.