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## **DISCIPLINARY ACTION**

### **WARNINGS**

Both verbal and written warnings will be documented and signed by the supervisor and the employee. Documentation of warnings will be kept in the employee's personnel record. If the employee refuses to sign the documentation, the supervisor should have a management team witness sign that a copy was given to the employee. The employee's signature indicates receipt of the document, but not necessarily his or her agreement with it. All warnings will be documented on an Employee Counseling Form or documented in a similar format to include the date(s) of the violation, description of the violation, expected improvement, and information on further disciplinary action that could result from failure to show improvement.

### **DISCIPLINARY PROBATION**

Employees may be placed on disciplinary probation by the supervisor in order to allow the employee to show improvement in a problem area, which may include but is not limited to performance; compliance with policies/ procedures; behavior or conduct.

The disciplinary probation period begins when the supervisor provides the employee with a written and signed document which:

- Identifies the problem(s) and previous verbal or written warnings provided to employee to correct the problem(s)
- Documents employee's failure to correct the problem(s)
- Indicates specific objectives to be attained by the employee within a 30 or 60 day period
- Informs the employee of further disciplinary action or termination which could result from failure to show satisfactory improvement within the specified probation period

Documentation of disciplinary probation will be placed in the employee's personnel record.

### **SUSPENSION**

The Executive Director may suspend an employee for disciplinary reasons without pay. An employee who is suspended will be given written notice of the reasons for the action and a copy will be placed in the employee's personnel record.

Employees can be suspended for incidents that merit termination if the employee's participation is suspected, but unclear. Under this circumstance, the Executive Director can suspend the employee with pay while an investigation is conducted.

The supervisor will meet formally with the suspended employee upon his or her return to work to define clearly and specifically the improvements in job-related behaviors required as a condition of the employee's continued employment. This meeting will be documented and submitted to the Executive Director and the Human Resources Manager for submission into the personnel record.