
DISMISSAL

Dismissal occurs when other disciplinary action has failed to achieve improvement or when the employee commits a serious offense. Prior to dismissal, the Human Resources Manager should assure that the employee has been properly counseled in writing concerning any deficiencies in performance, given sufficient time to correct these deficiencies, and informed that failure to correct them may result in termination. In addition, in the case of Head Start employees, the Head Start Policy Council must approve the action prior to dismissal.

However, some offenses warrant immediate dismissal. These include but are not limited to:

1. Theft including, but not limited to, the removal of Agency property or the property of another staff member from Agency premises without prior authorization.
2. Possession, uses, sale, purchase or distribution of alcohol or illegal or illegally possessed drugs on Agency property. Also, reporting to work after having ingested alcohol or illegal or illegally possessed drugs, in a condition that adversely affects the staff member's ability to safely and effectively perform his or her job functions, or which would imperil the safety of other staff members or clients.
3. Falsifying or altering Agency records, including Time Sheets.
4. Sabotaging or willfully damaging Agency equipment or the property of other staff members.
5. Walking off the job without supervisory permission.
6. Insubordination involving, but not limited to, defaming, assaulting or threatening to assault a supervisor, and refusing to carry out the instruction of a supervisor where personal safety is not a problem.
7. Fighting or provoking a fight on Agency premises involving physical contact or verbal abuse of co-workers, parents, or children.
8. Absence for three (3) consecutive working days without notice to the Agency, in which event the offending staff member will be deemed to have quit voluntary.
9. Sleeping on the job.
10. Working for another employer while on leave of absence without written consent of the Agency.
11. Possession of firearms or weapons of any kind while on duty or on Agency property.
12. Gambling on Agency property.
13. The release of confidential or proprietary information without authorization.