



## **Progressive Disciplinary Action Plan**

Significant time and energy are utilized to interview, train, and retain our employees. Our foundation is built upon helping our employees develop to their highest potential. Great lengths are utilized to increase the likelihood that we hire only those individuals that appear to flourish in this type of environment. On any occasion that we may fall short of those standards and are required to initiate corrective action, we should adhere to the guidelines outlined below. Encouragement and positive reinforcement are the hallmarks of our Progressive Disciplinary Action Plan.

### **Step 1- Verbal Warning:**

In many situations, a verbal warning/counseling is sufficient. The purpose of a verbal warning is to clarify policies and expectations. The impact of the incident or violation should also be taken into consideration. The supervisor should document for his or her records that the conversation occurred, keeping in mind the significance of the impact of the act or omission. It is recommended the department manager address the informal/verbal warning, retain notes of the conversation, as well as to identify any other individuals that may have been a participant.

### **Step 2 - Written Warning:**

If the conduct or similar conduct is addressed by a verbal warning is repeated, the supervisor should follow up with a written warning in the form of a letter. On the other hand, if a single incident is more serious than is appropriate for a verbal warning, the supervisor should issue a written warning in the form of a letter. The letter should describe the unacceptable conduct, outline expectations, and state that further disciplinary action will occur if the behavior is repeated.

### **Step 3 - Final Written Warning (which may include a suspension without pay):**

If the conduct addressed by the written warning is repeated or additional problems occur, discipline may progress to a final written warning which may include an unpaid suspension. However, a single incident may be so severe as to merit an immediate final warning and suspension without pay. As noted above, the department supervisor should work in consultation with Human Resources/General Manager prior to taking disciplinary actions at higher levels, such as written warnings, final written warnings (with or without unpaid suspension) and termination.

### **Step 4 - Termination of Employment:**

Employment may be terminated based on progressive discipline and the severity of a single incident. Misconduct that involves dishonesty, violation of the law, or significant risks to operations or to the safety or well-being of oneself or others is grounds for immediate termination of employment. However, the facts and circumstances of each case will determine what action, up to and including discharge from employment, is appropriate. Decisions to



terminate employment should be made in consultation with Human Resources or the General Manager.

### **Examples of Misconduct**

Examples of misconduct include, **but are not limited to**:

1. Violations/infractions of policy and procedure with focus on:
  - Anti-Harassment, Equal Opportunity and Affirmative Action
  - Scheduled Worktimes, Time Theft
  - Drugs & Alcohol, Substance Abuse
  - Electronic Communication Policy
2. Violence in the workplace:
  - Weapon Possession
  - Verbally or physically threatening or assaulting another person at work or at other premises
3. Serious neglect of duty, insubordination, violation of safety rules, dishonesty, falsification of company records, breach of confidentiality, unauthorized use of company resources for personal gain, unauthorized removal or destruction of property belonging to others
4. Criminal Activity and Disclosures:
  - Failure to report a criminal arrest or conviction within 3 business days of the arrest or conviction event
  - Failure to disclose criminal convictions as requested during a criminal background check performed pursuant to employee's hire
  - Conviction of a crime involving dishonesty, violence or other behavior that impacts suitability for employment
  - Activity that involves dishonesty, violence or other behavior that impacts suitability for employment, whether or not it results in criminal prosecution or conviction

A review of any criminal activity and disclosure will be conducted prior to any action being taken. The review will include, but not be limited to, an assessment of the underlying conduct, the nature and gravity of the offense or conduct, when the incident occurred (whether it occurred many years ago or within the last few years), and the nature of the position.

### **Resources Available to Employees**

The Human Resources Department is available to provide resources and suggestions as an employee is taking steps to ensure that the inappropriate conduct or policy violation does not recur.



A dispute resolution process is available to employees, if they wish to dispute a written warning or higher-level action that was taken under this Progressive Disciplinary Action Plan.

In addition, any employee who believes that she/he has been subjected to discipline because of race, sex, religion, color, national or ethnic origin, age, disability, military service, genetic information, sexual orientation, gender expression, gender identity, or in retaliation for 1) filing or encouraging one to file a complaint of unlawful discrimination, 2) participating in an investigation of unlawful discrimination, 3) opposing unlawful discrimination, or 4) some other protected activity, should contact Human Resources or the General Manager.

Department Manager \_\_\_\_\_ Dated \_\_\_\_\_

General Manager \_\_\_\_\_ Dated \_\_\_\_\_

Human Resources Manager \_\_\_\_\_ Dated \_\_\_\_\_