

CHILD PROTECTION SERVICES  
STANDARD FOR EFFECTIVE PRACTICE  
**STANDARDS FOR HUMAN RESOURCES**

**11.8 DISCIPLINARY POLICY**

**Council on Accreditation Standards**

The Council on Accreditation Standards G4.12 (Accountability and Performance Review) and G4.13 (Human Resources Assessment and Evaluation) link to and support Standard 11.8 *Disciplinary Policy*.

**Administrative Code**

There are no Ohio Administrative Code Rules that directly address Standard 11.8 *Disciplinary Policy*. See Chapter 4000 of the Administrative Procedures Manual (APM).

**I. Philosophy**

A well defined disciplinary policy provides a valuable tool for the agency to effectively intervene in situations when an employee's performance or actions undermine the successful attainment of the organization's mission. There are circumstances when an employee's performance may slip below acceptable levels and the initiation of disciplinary intervention provides a means of salvaging a valuable employee through corrective action or employee assistance services. On other occasions, the policy provides a means to progressively document poor or illegal performance so that the employee can be terminated from the agency. The application of the disciplinary policy should be made within the context of the employee's ability or willingness to contribute to the agency's mission.

**II. Outcome**

A well defined and uniformly applied disciplinary policy enables the agency to more effectively attain its mission by assuring that all employees function within an acceptable range of performance, ethics, and morals.

**III. Evaluation**

FACSIS events, CPOE and the Federal Health and Human Services outcomes may be considered when evaluating this standard. In addition, the CFSA may consider the following:

- regularity of training on agency disciplinary policies and procedures implementing a review process for evaluating disciplinary actions for consistency in application;
- a documentation review to analyze the completeness of data gathered prior to taking disciplinary action.

**IV. Standards for Implementation**

- 1) The disciplinary policy must be made available and be clearly understood by all employees in the agency (see Addendum F, *Sample Disciplinary Policy*).
- 2) All supervisory staff must be trained in use of the disciplinary policy so that it is fairly and uniformly applied in all situations.

- 3) All supervisory staff will understand that the use of discipline, when necessary, is expected.
- 4) Except in extreme cases, employees should be given the support and guidance necessary for them to correct the deficiency that resulted in the disciplinary action and begin to effectively contribute to the attainment of the agency mission once again.
- 5) The agency shall establish a process for reviewing all disciplinary actions to ensure that the process is being applied fairly and uniformly.
- 6) In situations where the employee is terminated, the agency will have developed the necessary documentation and secured the required legal representation to assure that the State Personnel Board of Review or binding arbitration decision upholds the termination order.