

HR Standard 1.7

DISCIPLINARY POLICY

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.

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.

APPLICATION

1. The disciplinary policy must be made available and clearly understood by all employees in the agency.
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.

SAMPLE DISCIPLINARY POLICY

Employee Job Performance Falters

(Supervisor observes and records)

Informal discussion about problem

(Suggest EAP)*

Accepts EAP

Performance continues to falter

Oral Reprimand (Encourage EAP)*

**Corrective Plan
w/ Time lines**

Accepts EAP

Performance continues to falter

Written Reprimand (Urge EAP)*

**Corrective Plan
w/ Time lines**

Accepts EAP

Performance continues to falter

Suspension (Urge EAP)*

**Corrective Plan
w/ Time lines**

Accepts EAP

Performance continues to falter

**Employee returns to
satisfactorily performing
job duties**

Employee Terminated

* EAP is an agency's Employee Assistance Plan or the arrangement of appropriate mental health, substance abuse, or other services that can assist the employee to address the issues that are contributing to poor performance.