

Town of Washington Grove Progressive Discipline Policy

1. Purpose

To establish rules pertaining to employee conduct, performance, and responsibilities so that all personnel can conduct themselves according to certain rules of good behavior and good conduct.

The purpose of these rules is not to restrict the rights of anyone but, rather, to help people work together harmoniously according to the standards we have established for efficient and courteous service for our residents and visitors.

Reasonable rules concerning personal conduct of employees are necessary if Town of Washington Grove (“Town”) government facilities are to function safely and effectively. Town employees will be kept informed of rules and changes to those rules by the supervisor or by the Mayor of the Town of Washington Grove (“Mayor”).

The Mayor and Town Council of Washington Grove believe that each employee wants to, and will, do a good job, if that employee knows what is required to perform his/her job properly. The supervisor and the Mayor are responsible for ensuring that each employee knows what is expected of that employee in his/her job. Further, it is Town policy that employees be given ample opportunity to improve in their job performance.

2. Policy

Degrees of discipline are generally progressive and are used to ensure that the employee has the opportunity to correct his or her performance. There is no set standard of how many oral warnings must be given prior to a written warning or how many written warnings must precede termination. Factors to be considered are:

- How many different offenses are involved
- The seriousness of the offense
- The time interval and employee response to prior disciplinary action(s)
- Previous work history of the employee

3. Exceptions

For serious offenses, such as fighting, theft, insubordination, threats of violence, the sale or possession of drugs or abuse of alcohol on Town property, etc., termination may be the first and only disciplinary step taken. Any step or steps of the disciplinary process may be skipped at the discretion of the Mayor after investigation and analysis of the total situation, past practice, and circumstances.

In general, at the next infraction, several oral warnings should be followed by a written warning, which, at the next infraction, is followed by discharge. This is especially true in those cases where the time interval between offenses is short and the employee demonstrates a poor desire to improve his/her performance.

4. Penalties for Specific Offenses

Penalties for Group 1:

- First offense: Oral or written reprimand
- Second offense: Suspension or termination

Group 1 Offenses Include:

- Knowingly filling out time sheet of another employee without authorization
- Being tardy habitually without reasonable cause
- Being absent without notification or excuse
- Disorderly conduct on Town property
- Immoral conduct or indecency on Town property
- Leaving work before end of shift or not being ready to go to work at the start of shift
- Interfering with the work of other employees
- Inefficiency or lack of application of effort on the job
- Violations of Town policies approved by the Town Council
- Contributing to unsanitary conditions or poor housekeeping
- Imperiling the safety of other employees
- Malicious gossip and/or the spreading of rumors

Penalties for Group 2:

- First offense: Suspension or termination

Group 2 Offenses Include:

- Gambling on Town property
- Possession of narcotics or consuming narcotics on Town property
- Reporting for work in an intoxicated condition
- Responsibility of instigating fighting on Town property
- Dishonesty or removal of another employee's property or Town property without permission
- Willful destruction of Town property
- Insubordination – Refusal to perform service connected with an employee's immediate supervisor or refusal to obey any reasonable order given by an employee's supervisor or by the Mayor
- Misrepresentation of physical condition or other important facts in seeking employment
- Refusal to perform work assigned to an employee
- Absence for two consecutive working days without notification to the Mayor or without acceptable excuse
- Petty thievery

- Possession of firearms, fireworks or explosives on Town property without permission from the Mayor

5. Probation

An employee may be placed on probation in connection with the written warning for a period of time determined by the Mayor. Wage increases, vacations and transfers will not be given during this period, but all other benefits will continue.

6. Investigative Suspension

An investigative suspension is a period, not to exceed three (3) working days, during which time an employee is relieved of his or her job because of alleged serious misconduct.

An employee may be placed on investigative suspension when it is necessary to make a full investigation to determine the facts of the case, as in a fighting, insubordination or theft incident.

If after the investigation:

- Discharge is warranted, the employee shall not be paid for the period of investigative suspension – the discharge shall be effective on the date of the termination interview.
- Misconduct is determined, but not of a sufficiently serious nature to warrant discharge, the employee shall receive a warning notice and forfeit pay lost as a result of the investigative suspension and may be placed on disciplinary suspension.
- If no misconduct is determined, the employee shall return to work within the prescribed period and be paid for the time lost as a result of the investigative suspension.

7. Disciplinary Suspension

A disciplinary suspension is a period of not more than three (3) days and may be given in addition to the investigatory suspension or as punishment for the violation. The employee is relieved of his or her job assignment because of serious or repeated instances of misconduct and shall forfeit pay lost as a result of the suspension in situations where there is no specific instance of conduct that is so outrageous that justifies termination but there is a pattern of conduct where the employee has continually engaged in one minor infraction of the rules after another and has received a documented verbal and/or written warning for rule(s) infraction(s). Disciplinary suspension would generally not be used as a form of discipline for employees with attendance problems.

8. Crisis Suspension

A crisis suspension is given at the discretion of the Mayor when action must be taken immediately.

9. Discharge

When the employee is discharged as a result of a serious offense, or as the final step in an accumulation of infractions for which a warning notice or notices have been written, the employee will be discharged for cause instead of being given the option to resign, be laid off, or retire.

Approved by Mayor and Town Council

Mayor Date

Employee Acknowledgment

Employee Date