

Scioto County Board of Developmental Disabilities

POLICY 3.04.01 Standards of Conduct

- A. The employment of every staff member of the Scioto County Board of Developmental Disabilities shall be dependent upon good behavior and efficient service. The Superintendent may take disciplinary action against any staff member for cause.
- B. The discipline process is intended correct an employee's misconduct or inadequate performance, and to ensure that all employees consistently meet the Board's job performance and conduct standards. This policy applies to the discipline of classified employees. Unclassified employees may be discharged at any time, with or without cause or prior notice. Management employees, including the Superintendent, are subject to the disciplinary process specified in ORC Section 5126.23.
- C. Employees are advised of expected job behavior, as well as conduct that is considered unacceptable through these policies, job descriptions, performance reviews, memos and other directives issued by management, and by various other means. It is incumbent upon the employee to read, understand and abide by the content of such communications.
- D. Any classified employee may be reduced in pay or position, suspended, terminated or otherwise disciplined by the Superintendent. Causes for disciplinary action shall include, but not be limited to: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of any policy or work rule of the Board, violation of applicable laws or administrative rules or any other failure of good behavior, any other acts of misfeasance, malfeasance, or nonfeasance in office, or conviction of a felony. (Reference ORC 124.34)
- E. The Superintendent may initiate the removal of any staff member immediately from the premises of the program prior to an investigation or pre-disciplinary conference by placing that person on paid administrative leave. The Superintendent also retains the right to reassign an employee pending the outcome of an investigation.
- F. Program Directors and Team Leaders are delegated authority to administer corrective counseling, verbal and written reprimands. However, the Superintendent has the sole authority to administer all levels of discipline including suspension and removal.
- G. Each offense is dealt with as objectively as possible, with the process beginning as soon as it is practical to do so. Discipline is typically applied uniformly and consistently, and based upon consideration of all facts and circumstances. However, nothing in these policies shall be construed as preventing the omission, skipping or

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repeating of any of the steps in the sequence, depending upon the circumstances involved, or the severity of the offense. Deviations from standard procedure will be justified and documented.

- H. The Superintendent may require a last chance agreement, which shall be used in conjunction with a disciplinary action. The last chance agreement shall describe the type of behavior or circumstances that, if it occurs, will automatically lead to the discharge of the employee. The agreement shall be signed by both the Superintendent and the employee. Should the employee decide not to sign the last chance agreement, the employee will be considered to have resigned from employment with the Board.
- I. Except in rare cases, discipline is administered privately, out of the sight and hearing of other employees and non-employees and outcomes will not be discussed publically.
- J. Original documents pertaining to disciplinary actions will be kept in the employee's personnel file.