

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.04.02 Progressive Discipline

I. Purposes

To ensure that at the Scioto County Board of DD:

- A. Employees are aware of the expectations of the Board and administration; and
- B. Employees are aware of the consequences of inappropriate behavior; and
- C. Discipline is imposed in a fair and consistent manner, and
- D. When appropriate, employees are afforded the opportunity to correct inappropriate behavior or performance.

II. Scope

This policy applies to all classified employees. A classified employee is every Board employee not designated as a management employee.

III. Definitions

- A. Oral Reprimand: A memorandum to the employee, with a copy to the employee's personnel file, recording and documenting the nature of the oral admonishment. The memorandum should include the time, date, and nature of the violation as well as the proper course of behavior and future consequences if the behavior is not corrected
- B. Removal: Termination from employment
- C. Suspension: The loss of scheduled work day(s) without pay
- D. Written Reprimand: A memorandum to the employee, with a copy to the employee's personnel file, recording and documenting the nature of the written admonishment. The memorandum should include the time, date and nature of the violation as well as the proper course of behavior and future consequences if the behavior is not corrected.
- E. Working Suspension: Used in lieu of a suspension for any violation covered by this policy. A working suspension has the same effect as a suspension without pay for the purposes of progressive discipline; however, the employee is required to report to work as scheduled and is paid for hours worked calculated according to the guidelines in the Guidelines for Progressive Discipline procedure.

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IV. Policy

- A. This policy is to be used when a classified employee is suspected of misconduct that may result in some form of discipline. Discipline will be imposed for cause without regard to race color, religion, gender, national origin, disability, age or veteran status.
- B. Employees are responsible for their awareness of, and compliance with, the Board's policies. Failure to follow these policies may result in discipline up to and including removal from employment.
- C. Corrective Counseling
- Corrective counseling is a tool used to communicate and define expectations and provide the employee with an opportunity to achieve success. Corrective counseling may be used before disciplinary action is taken, as well as between various steps of progressive discipline. Corrective counseling is not discipline.
- D. Investigation
- In the event of a suspected breach of policy or procedure, an investigation will be conducted.
- During an investigation, employees may be placed on administrative leave with pay or reassigned to less sensitive duties at the discretion of the Superintendent.
- E. Progressive Discipline
1. Guidelines for the progression of discipline are to be outlined in a Progressive Discipline Procedure. Progressive discipline is intended to impose discipline at a level that is commensurate with the offense and become more advanced, if further violations are committed. Any discipline imposed, up to removal from employment, is intended to be corrective rather than punitive.
 2. The sequence of progressive discipline may include the following:
 - a. Oral reprimand
 - b. Written reprimand
 - c. Two-day suspension without pay or a working suspension
 - d. Five-day suspension without pay or a working suspension
 - e. Removal
- F. Pre-Disciplinary Conferences
1. Pre-disciplinary conferences will be conducted by the Superintendent's Designee after the completion of the investigation.

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2. Not less than seventy-two (72) hours prior to the scheduled starting time of the conference, the Superintendent, or his/her designee, will provide to the employee a written outline of the charges which may be the basis for disciplinary action. Upon receiving the charges, the employee may:
 - a. Choose to appear at the conference to present an oral or written statement in his/her defense;
 - b. Choose to appear at the conference and have a chosen representative present an oral or written statement in defense of the employee; or,
 - c. Elect in writing to waive the opportunity to have a pre-disciplinary conference.
3. At the pre-disciplinary conference, the conference administrator will ask the employee or his/her representative to respond to the allegations of misconduct which were outlined to the employee.
4. Pre-disciplinary conferences are not formal hearings. The rules of evidence do not apply. Only the conference administrator may call and question witnesses. The employee, the employee's representative, and the representatives of the Board are prohibited from summoning or cross-examining witnesses.
5. After the conference, the conference administrator shall prepare a written report of his/her findings. A copy of that report shall be furnished to the affected employee not more than five (5) working days after it is submitted to the Superintendent. The Superintendent will decide what discipline, if any, is appropriate, and notify the employee in writing of that decision.

Note: Some disciplinary actions may be appealed. See policy on 'Resolving Employee Grievances' for more information.