

Ponderosa Community Services District

Policy Title: Employee Disciplinary Policy

Policy Number: HR-504

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 customers.

Reasonable rules concerning personal conduct of employees are necessary if the facility is to function safely and effectively. You will be kept informed of department rules and changes to those rules by your supervisor or department head.

The company believes that you want to, and will, do a good job if you know what is required to perform your job properly. Your supervisor is responsible for ensuring that you know what is expected of you in your job. Further, it is company policy that employees be given ample opportunity to improve in their job performance.

HR-104 Ponderosa CSD Progressive Discipline Plan

Misconduct

Ponderosa CSD has a progressive discipline policy. The goal of PCSD's progressive discipline system is to give the employee an opportunity to correct employment problems that may arise, rather than to punish employees.

The employee will be kept informed of PCSD's rules and the employee is expected to follow them.

Immediate Disciplinary Action

PCSD believes that engaging in certain types of misconduct should subject an employee to immediate suspension or discharge, rather than allowing opportunity for correction of behavior through progressive discipline steps. The following is a list of conduct for which immediate disciplinary action will be taken:

- Violent behavior towards the public while performing duties for the PCSD
- Threats of violence toward the board or other employees of the PCSD
- Theft of PCSD property
- Drug or alcohol use while on duty

Disciplinary Steps

Should there be a problem regarding the employee's adherence to PCSD's rules, the employee will be given three opportunities to change the unwanted behavior:

1. The employee will be given a verbal explanation of the errant behavior, including a reiteration of what PCSD's rule regarding that behavior is. In addition, the employee will be advised of the consequences of further infractions of the rule in question. If no further problems occur with regard to the issue raised at the verbal warning stage, no further disciplinary action will be taken.

2. The employee will be given a written explanation of the errant behavior, including a reiteration of what PCSD's rule regarding that behavior is. In addition, the employee will be advised that continuation of the problem will lead to suspension without pay for a stated period of time. As before, the employee will be given an opportunity to change the unwanted behavior and, if the behavior does not recur, no further disciplinary action will be taken.
3. If verbal and written warnings fail to bring about a change in the undesired conduct, the employee will be suspended and will be informed that further occurrences of the conduct will lead to the employee's immediate discharge, without additional warnings.

PCSD reserves the right to bypass the disciplinary steps and base its disciplinary action on the severity, frequency or combination of infractions when circumstances warrant immediate action.

Documentation

PCSD will document a disciplinary process beginning with the first verbal warning. A report of the disciplinary action will be retained in the employee's personnel file, however, if no further disciplinary action is required after 1 year, the report will remain as part of the employee's personnel file but will no longer be considered a part of the employee's record.

Should a challenge arise regarding the disciplinary action in the report, the report may be used in the ensuing grievance proceeding or arbitration.

Verbal Warning Form

Employee's name:

Date of verbal warning:

Specific offense or rule violation:

Specific statement of the expected performance:

Any explanation given by the employee or other significant information:

Supervisor

Date

Written Warning Form

Employee's name:

Date of conversation:

Specific rule violation or performance problem:

Previous conversations about the rule violation or performance problem:

Specific change in the employee's performance or behavior that is expected:

Employee's comments:

Supervisor's comments:

Supervisor

Date

I have reviewed this action and received a copy.
My signature does not mean I agree with this action.

Employee's signature: _____

Date: _____