

1. Sample Progressive Discipline Policy

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.

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

Exceptions. For serious offenses, such as fighting, theft, insubordination, threats of violence, the sale or possession of drugs or abuse of alcohol on company 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 [company name] after investigation and analysis of the total situation, past practice, and circumstances.

In general, several oral warnings should, at the next infraction, be followed by a written warning, followed at the next infraction 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.

Penalties for Specific Offenses

Penalties for group 1:

- First offense: Oral or written reprimand

- Second offense: Suspension or termination

Penalties for group 2:

- First offense: Suspension or termination

Group 1: Offenses include:

- knowingly filling out time sheet of another employee
- having one's sheet filled out by another employee, or unauthorized altering of a time sheet
- being tardy habitually without reasonable cause
- being absent without notification or excuse
- leaving your job or your regular working place during working hours for any reason without authorization from your supervisor, except for lunch, rest periods and going to the restrooms
- disorderly conduct on company property
- immoral conduct or indecency on company 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 company policies outlined in sections of this policy manual
- contributing to unsanitary conditions or poor housekeeping
- imperiling the safety of other employees
- malicious gossip and/or the spreading of rumors

Group 2: Offenses include:

- gambling on company property
- possession of narcotics, or consuming narcotics on company property
- reporting for work in an intoxicated condition
- responsibility for instigating fighting on company property
- dishonesty or removal of another employee's property or company property without permission
- willful destruction of company 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 management)