

SECTION 6.01 DISCIPLINE

Progressive discipline will normally be followed when correcting improper behavior. It is the discretion of Jefferson County Board of Developmental Disabilities (JCBDD) to determine to what extent, if any, progressive discipline will apply in the discipline of classified and unclassified employees.

Disciplinary Principles

The standards for discipline result from the standards of conduct expected of employees. Discipline will be considered in conjunction with the standards of conduct expected of employees. These standards of conduct are outlined throughout this manual. Common sense and expectations of employees will also be considered.

The following guidelines apply to the standards of discipline and progressive discipline:

- A. Employees should be aware of and are responsible for expected job behavior and performance, the types of conduct that JCBDD has determined to be unacceptable, and the penalties for such unacceptable behavior.
- B. Discipline should be applied uniformly and consistently.
- C. Each offense should be addressed objectively, considering the nature of the violation, the employee's record of discipline and the employee's record of performance and conduct.
- D. Discipline should be progressive but, depending on the severity of the offense, may proceed immediately to removal.

Progressive Discipline

This discipline policy provides examples of progressive corrective/disciplinary action.

Corrective/disciplinary action should consider the following: 1) the nature of the violation, 2) the employee's record of discipline/corrective action, and 3) the employee's record of performance and conduct.

The examples of corrective/disciplinary action provided in this policy do not preclude

the application of a severe action for a given infraction when circumstances warrant. Instruction and Cautioning are not considered discipline.

Generally, progressive corrective/disciplinary action should include the following forms:

1. Verbal Warning
2. Written Warning
3. Suspension, including working suspension
4. Termination