

RIVER VALLEY COUNSELING CENTER, INC.

POLICY/PROCEDURE # HR10.11

SUBJECT: PROGRESSIVE DISCIPLINE

DATE REVIEWED/REVISED: 11/98, 7/09, 1/11, 3/16, 11/18, 5/20, 8/20

POLICY STATEMENT:

RVCC uses a system of progressive disciplinary steps in response to any acts of misconduct.

Any act of misconduct, as determined by RVCC, may result in disciplinary action in the form of a verbal or written warning, suspension or discharge or a combination of these actions, as well as other forms of disciplinary action that RVCC deems warranted under the circumstances. If RVCC determines that inappropriate conduct has occurred, the level of discipline imposed, up to and including discharge will be based upon consideration of all of the relevant facts.

This policy is applied equally and consistently to all employees. When a warning is issued, the employee should be informed of the reason(s) for the warning, how the offense disrupts or interferes with the operation of RVCC and the consequences of failing to correct their conduct.

The HR Business Partner will provide advice and counsel concerning all disciplinary action.

Verbal and written warnings will become inactive for the purposes of progressive discipline after two years, as long as there have not been any similar disciplinary actions or warnings within that period. Suspension, discharge, or discipline regarding the abuse of a client or employee is excluded from this practice.

An employee may appeal any disciplinary action by using RVCC Grievance Procedure, see Policy HR10-10.

Disciplinary warnings should be issued in a timely manner, as soon as possible after the offense was committed or discovered. A copy of every warning given to an employee must be placed in their personnel file, along with any supporting documentation.

PROCEDURE:

1. Depending upon the severity of the offense, as determined by RVCC in its sole discretion, the following disciplinary procedures will be followed in most instances to ensure that employees have an opportunity to correct deficiencies in their performance:

Verbal, Written or Last and Final Warning

The employee's manager or supervisor should discuss the reason for the warning with the employee and the corrective action he/she must take. The employee should be informed that his/her failure to correct his/her performance may result in additional

All paper copies are uncontrolled. Always refer to the electronic version

RIVER VALLEY COUNSELING CENTER, INC.

POLICY/PROCEDURE # HR10.11

SUBJECT: PROGRESSIVE DISCIPLINE

DATE REVIEWED/REVISED: 11/98, 7/09, 1/11, 3/16, 11/18, 5/20, 8/20

disciplinary measures, up to and including discharge.

The employee will be asked to sign written documentation of the warning, acknowledging that the disciplinary action has been discussed with him/her. If the employee refuses to sign the warning document, this fact will be noted on the warning.

The documented warning will be placed in the employee's personnel file and the employee will be given a copy of the warning document.

Suspension

The same procedures for verbal or written warning are followed for suspensions. An employee may be suspended from work with or without pay if he/she fails to correct performance problems. Suspension without pay may be utilized as the first disciplinary measure in the event of serious misconduct. A suspension with or without pay also may occur when it is not appropriate for an employee to continue with his/her duties during an investigation. Suspensions without pay will be reviewed by the Executive Director and Human Resources.

Discharge/Dismissal

Discharge is the disciplinary action used when other corrective has been exhausted and when the severity of the offense warranted immediate termination. Unsatisfactory performance of job duties also may result in an employee's discharge.

Dismissal of an employee cannot occur without review by the Executive Director.

Some occurrences are sufficiently grave so that a verbal warning or suspension is not appropriate and discharge/dismissal may be invoked immediately. Such determination will be made based upon the totality of the individual circumstances, including the severity of the offense and its impact upon the operation of RVCC.

Offenses

The offenses enumerated below are examples of acts or actions, which are not condoned among employees and which will result in disciplinary action up to and including termination of employment. This listing is by way of illustration only and shall not be deemed to exclude RVCC right to discipline or discharge employees for any other reason.

- HIPAA (Health Insurance Portability and Accountability Act) violation

RIVER VALLEY COUNSELING CENTER, INC.

POLICY/PROCEDURE # HR10.11

SUBJECT: PROGRESSIVE DISCIPLINE

DATE REVIEWED/REVISED: 11/98, 7/09, 1/11, 3/16, 11/18, 5/20, 8/20

- Negligence or disregard for RVCC department safety or client care rules that could be seriously detrimental to the best interest of clients, other employees, or RVCC itself;
- Failure to keep information about clients confidential or any other HIPPA violation;
- Falsification of RVCC documents or records or client documents or records, including manipulating or altering such records or documents for personal gain or profit, or assisting habit-forming others in doing so;
- Insubordination or refusal to carry out orders;
- Fighting and/or assault or other serious misconduct involving violence or the threat of violent action;
- Sexual harassment or any other form of harassment;
- The use of RVCC property, information, services, or equipment, such as phones, faxes, copiers, computers, mail systems, client lists/data or other such information, etc. for the purpose of harassing or threatening any individual or for personal gain or profit;
- Theft or destruction of RVCC property or the property of an employee, client, or visitor;
- Improper or illegal use, possession, and/or dispensing of narcotics or harmful or drugs;
- Intoxication or drinking on RVCC premises;
- Reporting to work in an unfit physical condition or becoming unfit while working;
- Gambling on RVCC premises;
- Unsatisfactory job performance or failure to fulfill the requirements of the job;
- Poor attendance and/or unexcused absence;
- Tardiness or leaving early without permission;
- Abuse of length of break or meal periods;
- Sleeping on the job;
- Idleness on the job, neglecting work, or unauthorized leaving of the assigned work area or site;
- Unwarranted discourtesy to clients, visitors, fellow employees or others;
- Immoral, disorderly, or indecent conduct, including the use of profane or abusive language or gestures;
- Knowingly concealing information or facts that could create improprieties; for example, not reporting safety hazards, incorrect or erroneous recording of work time, paycheck discrepancies, conflicts of interest, etc.;
- Interfering with or disrupting the work of other RVCC employees;
- Causing or contributing to an unsafe act or condition;
- Harmful or destructive "horseplay" or practical joking;
- Soliciting tips or unauthorized acceptance of gifts or gratuities;

All paper copies are uncontrolled. Always refer to the electronic version

RIVER VALLEY COUNSELING CENTER, INC.

POLICY/PROCEDURE # HR10.11

SUBJECT: PROGRESSIVE DISCIPLINE

DATE REVIEWED/REVISED: 11/98, 7/09, 1/11, 3/16, 11/18, 5/20, 8/20

- Violation of RVCC's solicitation and distribution policy;
- Posting of unauthorized material on RVCC property;
- Smoking on RVCC premises;
- Parking violations on RVCC property
- The use of RVCC's internet to access non-work-related sites that may be derogatory, defamatory, obscene or offensive, such as sites sexual in nature.