

Center For The Emergency Response Training (CERT)

Progressive Discipline Policy

Section: **Personnel – General**

Subject: **Progressive Discipline**

Pages: **4**

Revision Date: **2/9/2019**



I. Purpose

- A.** To establish a progressive discipline policy by which superiors may use for disciplinary procedures in a progressive manner to correct unsatisfactory behavior of CERT employees.

II. Definitions

- A.** *CERT Board President:* The CERT Board President shall be a role assigned by the CERT board. The role of CERT Board President shall include the responsibilities for administration of the Progressive Discipline Policy. This shall specifically include the approval of all disciplinary actions, with the CERT board's approval and the review of supportive documentation.
- B.** *Central Nine Director:* Central Nine (C-9) Career Center Executive Director:
- C.** *Central Nine Career Center Governing Board:* A board consisting of (8) members that approves the CERT budget annually.
- D.** *NOTICE OF DISCIPLINARY ACTION FORM:* A form used for disciplinary actions as approved by the CERT Board they include: Notice of Counseling, Notice of Verbal Warning, Notice of Written Reprimand, Notice of Suspension, and Notice of Termination.
- E.** *PROGRESSIVE DISCIPLINE:* Discipline applied in increasing steps with the intention of correcting unsatisfactory employee behavior. Progressive discipline is especially important as positive corrective action because it will, in many cases, allow employees to alter their behavior before more serious action is necessary.
- F.** *PROGRESSIVE DISCIPLINE CHECKLIST:* A list of actions to be completed during the progressive discipline process. (Included as the last page of this document)
- G.** *SUPPLEMENTAL FORM:* A CERT Board form that the CERT Administrator will use to compile statements of the facts from all of the pertinent parties.
- H.** *Full Time CERT Administrator:* An administrator that is responsible for the day to day operations of the C-9 CERT program.

III. Policy

A. POLICY STATEMENT

- 1.** The purpose of discipline is to change and improve behavior. It is imperative for employees who serve the students and staff of C-9 to follow rules and regulations regarding work performance and personal conduct. When an employee's behavior departs from the standards set by C-9 and the CERT board, then disciplinary action may be necessary.
- 2.** Positive discipline encourages an employee to do better, while poor discipline disillusiones and antagonizes an employee. Promptness and fairness are more effective than severity when trying to improve employee performance. It is important when taking disciplinary action that the actions are:
 - a.** Prompt and specific;
 - b.** Consistent among employees;
 - c.** Progressive with repeated offenses.

B. INTERNAL DEPARTMENT DISCIPLINARY AUTHORITY

- 1.** The CERT Board President shall have the authority to discipline any member that works for CERT with the board's approval.
- 2.** The CERT Board may discipline any CERT employee, for any reason listed in the Central Nine Career Center Employee handbook, employment policies and procedures approved by the Central Nine Governing Board or any reason listed below:
 - a.** Conviction of a crime;
 - b.** Neglect of duty;
 - c.** Drinking alcohol while on duty;
 - d.** Being under the influence of alcohol, non-prescribed drugs or any other concoction or compound that renders a member unfit during working hours;
 - e.** Fighting;
 - f.** Jeopardizing the health and safety of others;
 - g.** Unauthorized possession of a weapon, explosive, or dangerous device while in the action of CERT business;
 - h.** Falsification or misrepresentation of information on employment records or other departmental records;
 - i.** Threatening, coercing, or interfering with fellow employees;
 - j.** Dishonesty, fraud, or embezzlement;
 - k.** Making false or malicious statements concerning any C-9 or CERT member;
 - l.** Violations of the policies and procedures of the Central Nine Employee Handbook;
 - m.** Insubordination;
 - n.** Continuing incapacity;
 - o.** Absence without leave or repeated tardiness;
 - p.** Immoral conduct;
 - q.** Conduct unbecoming a member;
- 3.** The Central Nine Director may, without a hearing, reprimand any CERT employee with or without pay for a maximum of forty (40) working hours.
- 4.** The Central Nine Director is required to notify the CERT Board president within 48 hours of this discipline.

C. PROGRESSIVE DISCIPLINE POLICY

- 1.** The stages of progressive discipline are as follows:
 - a.** NOTICE OF COUNSELING: A meeting or conversation between CERT administrator and CERT employee to discuss a plan of action for correcting an employee behavioral problem. Recommendations and notice of future action should be discussed. The CERT administrator should attempt to establish a plan during the counseling to prevent further escalation of discipline for the employee.
 - b.** NOTICE OF VERBAL WARNING: A verbal warning serves to notify employees that certain behaviors or performance/deficiencies need changing/improving or that a higher level of discipline will take place. Verbal warnings are documented to establish continuity of the progressive discipline.
 - c.** NOTICE OF WRITTEN REPRIMAND: The CERT administrator may elect to use formal written reprimands to document a repeat offense of a minor infraction, or a more serious single infraction. A written reprimand is documentation that an employee is failing to meet the requirements of the CERT program and must take action to correct behavior or serious levels of discipline will be administered.
 - d.** NOTICE OF SUSPENSION: Suspensions are utilized as punitive, yet corrective measures taken for numerous repeated incidents of rule infractions or a single major infraction by an employee. These actions may require relieving the employee from duty, without pay.
 - e.** NOTICE OF TERMINATION: Termination is utilized for numerous repeated incidents of rule infractions or a single major infraction by a CERT employee.

D. DOCUMENTATION OF DISCIPLINE

- 1.** All CERT employee disciplinary actions should first be documented on the proper disciplinary forms including: Notice of Counseling, Notice of Verbal Warning, Notice of Written Reprimand, Notice of Suspension, and Notice of Termination by the CERT administrator.

E. CERT BOARD DISCIPLINARY PROCEDURES

- 1.** For CERT employees, any suspension over forty (40) hours in a five (5) day work week must be approved by the CERT board.
- 2.** The Central Nine Director may recommend to the CERT Board the demotion or dismissal of any CERT employee.
- 3.** The CERT Board may also, of its own accord, discipline any CERT employee for any reason outlined in (B-2) above or by Central Nine rules and regulations existing at the time of the alleged offense.

F. MISCELLANEOUS

- 1.** It should be understood that the language contained in this policy should not be interpreted in such a way as to prevent CERT and Central Nine from considering a CERT employee's complete past employment record when evaluating that employee's performance.
- 2.** If a CERT employee refuses at any time to sign or initial a written disciplinary action, the CERT administrator will see that the Central Nine Director witnesses and signs the disciplinary action.

Progressive Discipline Checklist

DATE: _____

TIME: _____

Employee: _____

ASSIGNMENT: _____

CERT Administrator: _____

ASSIGNMENT: _____

CERT Employee Discipline:

- ☐ NOTICE OF COUNSELING: Proper form completed, Signature of CERT Administrator, copy of form and supporting documentation sent to CERT Board President.
- ☐ NOTICE OF VERBAL WARNING: Proper form completed, Signature of CERT Administrator, copy of form and supporting documentation sent to CERT Board President.
- ☐ NOTICE OF WRITTEN REPRIMAND: Proper form completed, Signature of CERT Administrator, copy of form and supporting documentation sent to CERT Board President.
- ☐ NOTICE OF SUSPENSION: Proper form completed, Signature of CERT Administrator, copy of form and supporting documentation sent to Cert Board President and Director of Central Nine. Review of the case by Central Nine Director and CERT Board.
- ☐ NOTICE OF TERMINATION: Proper form completed, Signature of CERT Administrator, copy of form and supporting documentation sent to CERT Board President and Central Nine Director. Review of the case by The CERT Board and Central Nine director at a special session meeting. The CERT Board, CERT Administrator and Central Nine Director will meet with employee prior to termination.