




POLICY AND PROCEDURE STATEMENT

SUBJECT WORK RULES AND REGULATIONS	PAGE 1 OF 2	DATE EFFECTIVE JULY 1, 2018			
SECTION/POLICY NO. 5.00	APPROVED BY  MAYOR	SUPERSEDES VOA III-1, DECEMBER 11, 2009			
PREPARED BY VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">APPROVAL DATE</td> <td style="width: 33%;">ISSUE DATE 12/31/2017</td> <td style="width: 34%;">REVIEW DATE</td> </tr> </table>	APPROVAL DATE	ISSUE DATE 12/31/2017	REVIEW DATE
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REFERENCE	 PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES			

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY:

- I. This policy summarizes the Rules and Regulations under which the Village operates. They do not limit the proper rights of any employee in discipline matters. Strict observance of them helps build orderly procedures which produce the sound growth and quality service upon which our jobs and incomes are founded.
- II. The Village of Ashville is committed providing the Village of Ashville with staff that will perform to the best of their ability under the laws and regulations of the Federal, State, and Local Government.
- III. The Village of Ashville is committed to treat staff fairly in promoting staff performance and development.
- IV. Violations of any of the items listed below may result in disciplinary action, up to and including discharge.

PURPOSE:

- I. To comply with local, state, and federal regulations.
- II. To meet the fiduciary obligation to the Village of Ashville in providing a well trained staff.

PROCEDURE:

Philosophical Purpose

Rules and regulations are the backbone of the Village of Ashville's successful operation. Supervisors and managers are responsible for implementing these rules and regulations. It is the responsibility of each employee to follow the Village of Ashville's published rules and the directives of his/her immediate supervisor. Knowingly or willingly violating Village of Ashville policies or rules of conduct will result in corrective action according to these general guidelines.

Minor violations will be considered as employee actions that impair production or momentarily disrupt smooth operations. These violations include, but are not limited to, loafing, leaving the work area without permission, and stopping work before the end of the day. A supervisor will usually issue at least a verbal reprimand for such minor violations, unless an employee repeatedly violates the same rule or regulation.

Moderate violations are considered to be those employee actions that impair or disrupt the orderly performance of work by the individual or a group of employees. These violations include, but are not limited to, abusive language, gambling on premises, leaving the Village of Ashville facility without permission during working hours, and repeated occurrences of minor violations. "Repeated" is defined as more than 1 minor violation per month. In such cases, the employee's immediate supervisor will issue at least a written reprimand.

Major violations are considered to be employee actions that directly endanger the health and safety of any employee or significantly disrupt the orderly performance of work. They include, but are not limited to, insubordination, falsification of employee or Village of Ashville records, theft of Village of Ashville or employee property, violation of safety rules, and the use of alcohol or illegal drugs on Village of Ashville premises at any time. They may also include the issuance of 1 written reprimand within one month. Major violations will result in at least suspension or termination.

The object of disciplinary action is to correct problem situations and mistakes, and to minimize employees' loss of dignity and self-esteem. Disciplinary action is not punitive in nature and should not be undertaken with the intent to punish.

Disciplinary actions will be handled on a fair and equitable basis. They will be nondiscriminatory in their application and be reasonably based on the severity of the activity leading to disciplinary action. Discharge will normally be used only as a final measure when reasonable remedial efforts have failed.

Mayor or Village Administrator reserves the right to bypass any of the above disciplinary steps and base the disciplinary action on the severity, frequency, or combination of infractions when circumstances warrant immediate action.

The process used for this policy can be found under Progressive Discipline Section 6 Chapter 01