




## POLICY AND PROCEDURE STATEMENT

<b>SUBJECT</b> PROGRESSIVE DISCIPLINE - PROCESS & EMPLOYEE DEVELOPMENT	<b>PAGE 1 OF 2</b>	<b>DATE EFFECTIVE</b> NOVEMBER 1, 2018		
<b>SECTION/POLICY NO.</b> 6.01	<b>APPROVED BY</b>  MAYOR	<b>SUPERSEDES</b> VOA III-1, DECEMBER 11, 2009		
<b>PREPARED BY</b> VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	<b>APPROVAL DATE</b> 	<b>ISSUE DATE</b> 12/31/2017	<b>REVIEW DATE</b> 
<b>REFERENCE</b>	 PERSONNEL/BENEFIT COMMITTEE	<b>DISTRIBUTION LIST</b> WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES		

**SCOPE**

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

**POLICY:**

- I. A clearly written discipline policy promotes fairness and equality in the workplace and minimizes misunderstandings in disciplinary matters. The Procedures outlined below will consistently be applied to effectively and fairly correct unsatisfactory job behavior.
- II. Department supervisors and the Village Appointing Authorities shall follow this system of progressive discipline when correcting job behavior.
- III. This policy is a guide for uniform administration of discipline. It neither delegates nor limits the powers and duties conferred upon the Village, its Departments or Appointing Authority by the Ohio Revised Code (ORC).
- IV. This policy provides standard penalties for specific offenses. The examples of specific offenses given in each grouping are illustrative, not inclusive.
- V. The inclusion of standard penalties in this policy does not preclude the application of a more or less severe penalty for an infraction when circumstances warrant it. If any case where a non-standard penalty is imposed, the reason for deviation must be reduced to writing and sent by the person to the Appointing Authority administering the discipline.
- VI. Records of oral warning (written documentation) and suspension shall be effective thirty (30) months after issuance, provided no intervening discipline occurs.
- VII. Suspension without pay and termination must be reported to the Solicitor as soon as is following the practicable effective date of suspension or termination.

**PURPOSE:**

- I. To have processes in place to follow Village rules and a process in place if rules are not followed.
- II. To have discipline standards that meet federal, state and local legal requirements.

**PROCEDURE:**

- I. Employees shall be advised of expected job behavior, what conduct is unacceptable, and the penalties for unacceptable behavior. Unacceptable behavior that does not automatically dictate termination may be dealt with according to the following progressive steps:
  1. Oral Reprimand - Supervisors or Department Heads shall address unsatisfactory behavior promptly by discussing the problem with the employee and counseling more suitable behavior.
  2. First Written Reprimand - If an oral reprimand does not resolve misbehavior or where more severe action is warranted, supervisors and Department Heads may issue written reprimands. The original shall be placed in the employee's personnel folder and a copy given to the employee
  3. Second Written Reprimand - If the First Written Reprimand does not resolve misbehavior or where more severe action is warranted, supervisors and Department Heads may issue a second written reprimand. The original shall be placed in the employee's personnel folder and a copy given to the employee
  4. Suspension - If oral or written reprimands fail or where more severe action is warranted, department heads may recommend suspension from work, without pay
  5. Demotion - If reprimands and suspensions fail, department heads may recommend demotion. Demotion is an involuntary reduction of an employee in classification and job duties for just cause. A demotion may or may not, result in an immediate reduction in pay.
  6. Dismissal - If lesser disciplinary actions fail, employees may be discharged. The employee shall be given advanced written notice listing the effective date of and reason(s) for separation. Employees being considered for discharge, may be suspended with or without pay.