

POLICY AND PROCEDURE STATEMENT

SUBJECT DISCIPLINARY PRINCIPLES	PAGE 1 OF 1	DATE EFFECTIVE NOVEMBER 1, 2018			
SECTION/POLICY NO. 6.00	APPROVED BY MAYOR	SUPERSEDES VOA III-I, 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. The Village of Ashville is committed providing the Village with staff that will perform to the best of the ability under the laws and regulations of the Federal, State, and Local Government.
- II. A clearly written discipline policy promoting fairness and equality in the workplace and minimizing misunderstandings in corrective matters.
- III. The principles outlined below will consistently be applied to effectively and fairly promoting staff performance development and correcting unsatisfactory job behavior.

PURPOSE:

- I. To provide the Village of Ashville a well trained staff.
- II. To have processes in place when requirements are not followed.
- III. To have a discipline criteria that meet federal, state and local legal requirements.

PROCEDURE:

1. The first procedure is to abide are found in Work Rules and Regulations in Section 5.00.
2. The Personnel Manual and following polices in Section 6 will serve as parameters to follow.
3. The following principles summary that intent:
 - a. Employees shall be advised of expected job behavior, what conduct is unacceptable, and the penalties for unacceptable behavior.
 - b. Immediate attention shall be given to policy infractions.
 - c. Discipline shall be applied uniformly and consistently throughout the Village. Any deviation from standard procedure must be documented.
 - d. Each offense shall be handled objectively.
 - e. Discipline shall be progressive as outlined in this manual.
 - f. An employee's immediate supervisor or the Appointing Authority shall be responsible for administering discipline.