



Series: 1200 Human Resources

Policy Name: **Disciplinary Guidelines**

Policy Number: 1216

Origination Date: 11/01/2013

Revision Date: July 1, 2018

Regulation:

Policy: Every employee of the Communities Connected for Kids has an obligation to observe and follow Communities Connected for Kids policies and procedures, and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Procedure:

Disciplinary action may include a verbal warning, written warning, suspension without pay, or discharge. The appropriate disciplinary action imposed will be determined by Communities Connected for Kids. Communities Connected for Kids does not guarantee that one form of action will necessarily precede another.

Every Independent Contractor has an obligation to adhere to the terms and conditions of his/her Independent Contractor agreement, including compliance with Communities Connected for Kids policies and procedures, including but not limited to, quality assurance and utilization procedures. Additionally, the Independent Contractor shall be required to comply with Communities Connected for Kids rules, regulations and Standards of Conduct. Communities Connected for Kids may immediately terminate the Independent Agreement if the Independent Contractor fails to comply with Communities Connected for Kids policies and procedures, rules, regulation and /or Standards of Conduct, or if Communities Connected for Kids determines that the conduct of Contractor is disruptive to agency operations.

REASONS FOR DISCIPLINARY ACTION

The following may result in an employee's disciplinary action or termination for cause; or for Independent Contractors, termination of the Independent Contractor Agreement:

- Violation of Communities Connected for Kids policies, procedures, Standards of Conduct, or safety rules
- Insubordination
- Not engaged or alert
- Poor attendance



- Carrying, storage, use, possession, or sale of any weapon on Communities Connected for Kids property / work-site or while conducting Communities Connected for Kids business at or away from the employee's regularly assigned worksite *
- Poor performance
- Failure to appear for scheduled work without notification for three consecutive days
- Theft or dishonesty
- Physical harassment, threatening, bullying or intimidating behavior
- Sexual harassment or disrespect toward employees, visitors or other members of the public
- Unlawful discrimination
- Physical/sexual/emotional abuse or neglect of clients and/or others
- Falsification of time or other records, and/or
- Use of obscene or abusive language or behavior

These examples are not all inclusive. Discharge / Contract Agreement termination decisions are based on an assessment of all relevant factors. Confirmed sexual abuse of clients is cause for immediate discharge.

Communities Connected for Kids Human Resources department personnel shall be consulted before a decision is reached on the appropriate level of discipline including suspension or discharge, or termination of the Contract Agreement.

**A Communities Connected for Kids worksite includes all property owned or occupied by Communities Connected for Kids or a Communities Connected for Kids owned or leased vehicle.*

Approved: Carol Deloach

Carol Deloach, CEO

July 1, 2018