



*Our mission is to reunite people
living with physical disabilities
with the community.*

POLICY: **HUMAN RESOURCES POLICY- DISCIPLINE
HR – D1**

EFFECTIVE: **August 2011**

PURPOSE: To address employee misconduct in a fair and constructive way
and reduce the likelihood of a recurrence.

INFORMATION: All employees are subject to disciplinary action for violation of
Wheels of Progress policies, procedures and regulations, and
other forms of misconduct.

There are two types of misconduct, minor and serious. For
minor misconduct such as absenteeism and or lateness,
progressive disciplinary actions should be followed, i.e. verbal
warning, first warning, second warning, suspension and
termination.

Serious incidents of misconduct, such as listed in the Employee
Rules of Conduct, may result in the employee's immediate
suspension and or discharge. After careful review and an
investigation, disciplinary actions will be adopted in a consistent
manner.

Disciplinary action is to be applied impartially. All employees who
violate the code of conduct are subject to the same disciplinary
action.

The immediate supervisor has the initial responsibility for taking
corrective action.

All appropriate actions likely to motivate the employee to perform
properly should be utilized.

ACTION:

Responsibility: Administrative Staff
Supervisors

- Obtain the pertinent facts.
- Provides employee with an opportunity to fully explain
their side of the incident.
- Makes every effort to verify the information obtained.
- Reviews the employee's personnel file for any prior
Incidents.
- Carefully review and consider all the facts when deciding
the appropriate disciplinary action.

- Administer the corrective measure in a timely and appropriate manner.
- Complete the necessary paper work and follow up.

Progressive Discipline:

Reprimands should include the following sequence:

- Verbal
- 1st written
- 2nd. Final, suspension
- finally discharge.

Probationary Employees:

- An employee who is on probation may be terminated for First incident. Progressive discipline is not necessary.
- The supervisor meets with the employee and needs to explain the reasons why they did not complete a satisfactory probationary review. This meeting should occur before the completion of the probationary period.
- Appropriate documentation should be sent to the Human Resources department (evaluation or write up).

Originator: _____

Date:_____

HR Staff
Approved _____

Date:_____

George Gallego _____
President/CEO

Date:_____