

Procedure Title:

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

PROCEDURE NUMBER: 7-1-6

Policy Title:

Progressive Discipline

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. The purpose of this policy is to state Keystone's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.
2. Keystone's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.
3. Although employment with Keystone is based on mutual consent and both the employee and Keystone have the right to terminate employment at will, with or without cause or advance notice, Keystone may use progressive discipline at its discretion.
4. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.
5. Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and still another offense may then lead to termination of employment. If more than 12 months have passed since the last disciplinary action, the process will usually start over.

6. Keystone recognizes that there are certain types of employee problems that are serious enough to justify a written warning, suspension, or in extreme situations, termination of employment without going through the usual progressive discipline steps.
7. When it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.
8. By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Keystone.

NOTES: