

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

716 Disciplinary Process

Effective Date: 9/1/2003

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The purpose of this policy is to state Community Services' 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.

Community Services' 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.

~~Disciplinary action may call for any of four steps — 1) first written warning, 2) second written warning, 3) suspension with or without pay, or 4) termination of employment — depending on the severity of the problem and the number of occurrences. Any of steps 1-3 may include a disciplinary period. There may be circumstances when one or more steps are bypassed.~~

CSNT will refer to the Infractions and required disciplinary actions chart for Policies 701, 703, and 704 when infractions occur.

An employee with three ~~written reprimands~~ Performance Correction Notices during a 12-month period is subject to termination.

Community Services recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While 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 (see Policy 701) of problems that may result in immediate suspension or termination of employment. Anytime an employee is placed on probation, he/she is not allowed to use their paid time off.

By using progressive discipline, we hope most employee problems can be corrected at an early stage, benefiting both the employee and Community Services.

Policy 701 Infractions and required disciplinary actions

Infraction	Description	Reviewable	1st Incident	2nd Incident	3rd Incident
701.100 Infractions against the government					
701.101	Theft or inappropriate removal or possession of property	No	Mandatory Termination	N/A	N/A
701.102	Falsification of timekeeping records	No	Mandatory Termination	N/A	N/A
701.103	Fraudulent activity	No	Mandatory Termination	N/A	N/A
701.104	Unauthorized disclosure of business "secrets" or confidential information	No	PCN	Mandatory Termination	N/A
701.105	Failure to follow and adhere to all Federal and State Funding Rules and Regulations	Yes	VC	PCN	Possible Termination
701.106	Failure to maintain child/adult ratios	No	VC	PCN	Mandatory Termination
701.197	Infractions not specifically listed Level One	Yes	VC	PCN	Possible Termination
701.198	Infractions not specifically listed Level Two	Yes	PCN	Possible Termination	N/A
701.199	Infractions not specifically listed Level Three	Yes	Possible Termination	N/A	N/A
701.200 Infractions against the employer					
701.201	Working under the influence of alcohol or illegal drugs	No	Mandatory Termination	N/A	N/A
701.202	Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment	No	Mandatory Termination	N/A	N/A
701.203	Negligence or improper conduct leading to damage of employer-owned or customer-owned property	Yes	PCN	Possible Termination	N/A
701.204	Insubordination or other disrespectful conduct	Yes	PCN	Possible Termination	N/A
701.205	Smoking in prohibited areas	No	VC	PCN	Possible Termination
701.206	Absence without notice (no show, no call)	No	PCN	Possible Termination	Mandatory Termination
701.207	Unauthorized absence from work station during the workday	Yes	PCN	Possible Termination	N/A
701.208	Unauthorized use of telephones, mail system, or other employer-owned equipment	No	PCN	Possible Termination	N/A
701.209	Violation of personnel policies	Yes	VC	PCN	Possible Termination
701.210	Unsatisfactory performance or conduct	Yes	VC	PCN	Possible Termination
701.211	Sleeping while on duty	Yes	VC	PCN	Mandatory Termination
701.212	Failure to meet production/program goals	Yes	VC	PCN	Possible Termination

701.213	Failure to maintain an agency location subject to DFPS inspection in a manner that avoids deficiency	No	VC	PCN	Possible Termination
701.214	Failure to properly supervise staff, including failure to hold staff accountable for production/program goals	Yes	VC	PCN	Possible Termination
701.215	Loss or permanent misplacement of agency property	Yes	PCN	Possible Termination	N/A
701.216	Deliberate destruction or defacing of agency property	Yes	Mandatory Termination	N/A	N/A
701.217	Accidental damage to property without proof of negligence or improper conduct	Yes	VC	VC	PCN
701.218	Excessive absenteeism	Yes	VC	PCN	Mandatory Termination
701.219	Excessive tardiness	No	VC	PCN	Possible Termination
701.297	Infractions not specifically listed Level One	Yes	VC	PCN	Possible Termination
701.298	Infractions not specifically listed Level Two	Yes	PCN	Possible Termination	N/A
701.299	Infractions not specifically listed Level Three	Yes	Possible Termination	N/A	N/A
701.300 Infractions against an employee					
701.301	Fighting or threatening violence in the workplace	No	PCN	Mandatory Termination	N/A
701.302	Boisterous or disruptive activity in the workplace	Yes	VC	PCN	Possible Termination
701.303	Negligence or improper conduct in the workplace	No	PCN	Possible Termination	N/A
701.304	Violation of safety or health rules	No	VC	PCN	Mandatory Termination
701.305	Sexual or other unlawful or unwelcome harassment	No	Mandatory Termination	N/A	N/A
701.306	Possession of dangerous materials, such as explosives or firearms, in the workplace	No	Mandatory Termination	N/A	N/A
701.397	Infractions not specifically listed Level One	Yes	VC	PCN	Possible Termination
701.398	Infractions not specifically listed Level Two	Yes	PCN	Possible Termination	N/A
701.399	Infractions not specifically listed Level Three	Yes	Possible Termination	N/A	N/A

Policy 703 Infractions and required disciplinary actions

Infraction	Description	Reviewable	1st Incident	2nd Incident	3rd Incident
703.100	Infractions against an employee				
703.101	Unwanted sexual advances	Yes	Mandatory Termination	N/A	N/A
703.102	Offering employment benefits in exchange for sexual favors	Yes	Mandatory Termination	N/A	N/A
703.103	Making or threatening reprisals after a negative response to sexual advances	Yes	Mandatory Termination	N/A	N/A
703.104	Visual conduct that includes leering and/or making sexual gestures	Yes	Mandatory Termination	N/A	N/A
703.105	Visual conduct that includes the display of sexually suggestive objects, pictures, cartoons, or posters	Yes	Mandatory Termination	N/A	N/A
703.106	Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes	Yes	Mandatory Termination	N/A	N/A
703.197	Verbal sexual advances or propositions	Yes	Mandatory Termination	N/A	N/A
703.198	Verbal abuse of a sexual nature or graphic verbal commentaries about an individual's body	Yes	Mandatory Termination	N/A	N/A
703.199	Using sexually degrading words to describe an individual	Yes	Mandatory Termination	N/A	N/A
703.201	Producing or delivering suggestive or obscene letters, notes, or invitations	Yes	Mandatory Termination	N/A	N/A
703.202	Physical conduct that includes touching, assaulting, impeding or blocking movements	Yes	Mandatory Termination	N/A	N/A
703.297	Infractions not specifically listed Level One	Yes	Possible Termination	N/A	N/A
703.298	Infractions not specifically listed Level Two	Yes	Mandatory Termination	N/A	N/A
703.299	Infractions not specifically listed Level Three	Yes	Mandatory Termination	N/A	N/A

Policy 704 Infractions and required disciplinary actions

Infraction	Description	Reviewable	1st Incident	2nd Incident	3rd Incident
704.100	Infractions against the employer				
704.101	Failure to be reliable in reporting to scheduled work (poor attendance)	Yes	VC	PCN	Possible Termination
704.102	Failure to be punctual in reporting to scheduled work (excessive tardiness)	Yes	VC	PCN	Possible Termination
704.103	Failure to notify supervisor of delay in reporting to scheduled work at least one hour prior to start time	No	VC	PCN	Possible Termination
704.104	Failure to provide Physician's Statement stating employee is fit for duty after missing three days	Yes	Possible Termination	N/A	N/A
704.105	Failure to provide statement employee is fit for duty when employee has been asked to do so	Yes	Possible Termination	N/A	N/A
704.106	No call, no show for three consecutive days	No	Mandatory Termination	N/A	N/A
704.107	No call, no show for one day	No	PCN	Possible Termination	Mandatory Termination
704.197	Infractions not specifically listed Level One	Yes	VC	PCN	Possible Termination
704.198	Infractions not specifically listed Level Two	Yes	PCN	Possible Termination	N/A
704.199	Infractions not specifically listed Level Three	Yes	Possible Termination	N/A	N/A

Reviewable: Yes or No

There may be circumstances that are unavoidable.

Each infraction shall be deemed preventable or not-preventable

Preventable infractions will lean toward disciplinary action

Non-preventable infraction will lean toward a discussion of how to avoid such situations

N/A

Not applicable to this infraction level

VC

Verbal Counseling Form is completed and placed in the employee file

No employee signature is required

PCN

Performance Correction Notice form is completed and placed in the employee file

Actions with this notice may include:

- Suspension with or without pay

- Notice of final warning

- Restitution

- Additional training

- Educational tasks

Termination

The employee will be separated from the employee/employer relationship

Level One

Infractions that rise to the level of a VC

Level Two

Infractions that rise to the level of a PCN

Level Three

Infractions that rise to the level of Possible Termination