

START POLICY

QUICK REFERENCE GUIDE

PHASE I - Employee Development MINOR OFFENSES (12 MONTHS)

Focus on education/counsel employee

NON-REPETITIVE RECORD

How to handle a non-repetitive progression when an employee violates a series of different rules:

- 1st Minor Counseling
- 2nd Minor within 1 year Counseling
- 3rd Minor within 1 year Counseling
- 4th Minor within 1 year Formal Counseling/Mini Class/Training Session

5th Minor within 1 year GO TO PHASE II HANDLING
*1st Serious

REPETITIVE RECORD

How to handle a repetitive progression when an employee violates the same rule multiple times:

- 1st Minor Counseling
- 2nd repetitive Minor Formal Counseling/Mini Rules Class/Training Session

3rd repetitive Minor within 1 year GO TO PHASE II HANDLING
*1st Serious

The employee and/or local chairman must be notified within 3 days of the occurrence that a counseling session will be held or the offense may not be handled formally.

There is a one-year rolling period or determining the appropriate handling for minor offenses.

PHASE II SERIOUS OFFENSES (24 MONTHS)

Alternative handling may be used if supervisor deems appropriate.

Follow progressive discipline standards assessing:

1st Serious: NO MORE THAN
30 Days Deferred Suspension

2nd Serious: NO MORE THAN
30 Days Actual Suspension

3rd Serious: MAY WARRANT
DISMISSAL

Apply the Collective Bargaining Agreement provisions for scheduling and holding disciplinary investigations or offering waivers.

There is a two-year rolling period for determining the appropriate handling or serious offenses.

MAJOR

Major offenses are those that warrant removal from service pending a formal hearing and possible dismissal from service or a single such occurrence if proven guilty.

Discipline up to and including dismissal may be assessed for a single occurrence. Waivers may be used for other than dismissal.

Apply the Collective Bargaining Agreement provisions for scheduling and holding disciplinary investigations or offering waivers.

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QUICK REFERENCE GUIDE - Questions & Answers

What happens if an employee does not accept responsibility?

The employee has the right to a formal investigation in accordance with the collective bargaining agreement, including minor offenses.

Will a minor offense activate deferred time?

Alternative handling for a minor offense will not activate deferred time, but deferred time issued as a result of a formal investigation will.

What are the probationary periods for deferred suspensions?

Deferred Suspension	Probation Period
5 days	3 months
10 days	6 months
15 to 29 days	9 months
30 days	1 year

What happens if Counseling/Alternative Handling is not offered within 3 days?

Minor offenses will not be handled, and serious offenses may still be handled within the time limits of the appropriate Collective Bargaining Agreement.

Will employees receive pay for Alternative Handling training and education time?

Minor Offenses	Employees will not receive pay for counseling/training.
Serious Offenses	Employees will be paid or one-half of the time they are engaged in activities such as training and education required by alternative handling.

Can an employee who has entered Phase II handling due to an excessive number of minor offenses in one year return to Phase I handling for minor offenses?

Yes, if the employee does **not** commit a minor or serious offense during a subsequent two-year period, the employee will revert to having minor offenses handled with counseling.

How are multiple violations detected during a rules check handled?

They should be treated as a single violation.

Definition of repetitive offense:

Violation of the same rule multiple times during a one-year period. If the rule violated contains multiple sections, a repetitive violation would involve only the same section. For example, a violation of GR-13 (c) followed by a violation of GR-13 (g) would **not** be considered repetitive.

What are the guidelines for assessing discipline for absenteeism?

1. Counseling Session confirmed by a Letter of Warning
2. Letter of Reprimand*
3. 15 Days Deferred Suspension*
4. 30 Days Deferred Suspension*
5. Dismissal** *Steps 2-5 must be handled in accordance with collective bargaining agreement discipline procedures.