

POLICY ID: HR-006		TITLE: Progressive Discipline Policy	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION EFFECTIVE DATE: Immediate		APPROVED BY VILLAGE BOARD: 	DATE: 11-10-15 VB mty
APPLIES TO:		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES		<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	
<p><i>Please note any disciplinary matters that are issued to any member of the Police Department other than the Police Clerk, or any member of the Kronenwetter Fire Department shall follow the policies that are enumerated in the Village of Kronenwetter Ordinance 66-6 for the Fire Department, Ordinance 138 for the Police Department and any relevant State Statutes. Also any employee that has an employee agreement shall follow that agreement.</i></p> <p><i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i></p>			

Purpose

The Village of Kronenwetter's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. It has been designed consistent with the Village of Kronenwetter organizational values, human resource (HR) best practices and employment laws.

Outlined below are the steps of the Village of Kronenwetter's progressive discipline policy and procedure. The Village of Kronenwetter reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training, the employee's work record, and the impact the conduct and performance issues have on the organization.

Procedure

Step 1: Counseling and verbal warning

Step 1 creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem.

Within five business days of this meeting, the supervisor will prepare written documentation of a Step 1 meeting on HRFRM-4, which is at the end of this policy. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

Step 2: Written warning

Although the Village of Kronenwetter hopes that the employee will promptly correct any performance, conduct or attendance issues that were identified in Step 1, the Village of Kronenwetter recognizes that this may not always occur. The Step 2 written warning involves more additional documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor and the Village Administrator will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within five business days of a Step 2 meeting. A warning outlining that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.

Step 3: Suspension and final written warning

There may be performance, conduct or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from a next-level manager and HR.

For any issue that would involve Suspension and or a Final Warning, the Village Administrator will send a summary of the infraction to the Village Board and discuss the particulars of the issue with them during a closed session of the Village Board.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. Due to Fair Labor Standards Act (FLSA) compliance issues, unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. The Village Administrator will provide guidance so that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee.

Step 4: Recommendation for termination of employment

The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, the Village of Kronenwetter will try to exercise the progressive nature of this policy by first providing warnings, a final written warning or suspension from the workplace before proceeding to a recommendation to terminate employment. However, the Village of Kronenwetter reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment must be approved by the Village Administrator.

Appeal Process

Employees will have the opportunity to present information that may challenge information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

An employee may also make use of *HR-009 Grievance Procedure Policy*.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline, and such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination. This list is illustrative in nature and this is not an exhaustive list of issues that could be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all Performance Improvement Plans (PIPs). The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file, located in the Village Clerk's office.

Important note: Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between the Village of Kronenwetter and its employees.

VILLAGE OF KRONENWETTER EMPLOYEE DISCIPLINE NOTICE

Employee name: Click here to enter text.

Date:

Position: Click here to enter text.

Department: Click here to enter text.

Choose an item.

Description of problem requiring improvement or correction (include specific dates & examples):

Specific changes in performance or behavior required and the period in which they must occur:

Date of follow-up review/evaluation of problem and correction: Click here to enter text.

Failure of employee to correct problem may result in further disciplinary action up to and including termination of employment.

Employee comments: (Please attach extra sheets as necessary) _____

Employee signature: _____ Date: _____

Employee's signature on this form does not constitute that they agree with the disciplinary action only that they received the document. Supervisor will document if employee declines to sign and obtain witness signature.

Supervisor comments: _____

Supervisor signature: _____ Date: _____

Next level of supervision or witness signature: _____