

SUBJECT: DISCIPLINARY ACTIONS/ADVERSE ACTIONS

APPROVED BY:

EFFECTIVE

DATE: 05-28-10 (replaces 05-20-99)

Executive Director

Reviewed (no changes): 03-31-11 \_\_\_\_\_  
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POLICY

It is the policy of McIntosh Trail CSB to establish a disciplinary procedure for employees that is fair, prompt, and complies with the requirements of laws and the Rules of the State Personnel Board.

McIntosh Trail CSB recognizes that Georgia is an "employment-at-will" state, and that as such, unclassified employees serve at the discretion of the CSB.

**GENERAL GUIDELINES**

- A. Supervisors have the responsibility to inform employees about job expectations and any relevant information (i.e., rules, policies, etc.) which will assist employees in carrying out job duties. Employees have a responsibility to satisfactorily perform job duties and be familiar with the rules, policies and standards of the workplace. It is especially important that changes in duties or standards be communicated as soon as practicable.
- B. All rules, policies and standards should be consistently enforced. Consistency in enforcement does not mean that the penalty for violation must be precisely the same in every instance. The penalty may vary because of the severity of the offense, presence or absence of intent, the previous work record of the employee or other relevant factors.
- C. Supervisors and employees should be aware that it is not necessary or required that every disciplinary action follow the same progression (i.e., oral reprimand, written reprimand, adverse action). Over a period of time, it may be appropriate to use several approaches, including disciplinary action, to address an employee's problem(s).
- D. Discipline should not be administered with the purpose of punishing the employee. The purpose of each action, with the exception of dismissal, should be to immediately correct the inappropriate behavior or performance deficiency.
- E. Employees are required to cooperate and provide assistance, when appropriate, with any type of investigation regarding criminal or administrative misconduct. This includes activities such as cooperating in interviews, producing requested documents, handwriting samples and polygraph examinations.

PROCEDURE

- A. Corrective actions may be appropriate to emphasize inappropriate behavior or performance deficiencies. Examples of corrective actions are:
  - 1. Attendance Plan - outline of specific expectations required of the employee regarding absenteeism.
  - 2. Work Plan - a written statement of specific work expectations. The plan is designed to give the employee the opportunity to raise performance to an acceptable level.

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PROCEDURE (Continued)

- B. **Prior to initiating any kind of disciplinary action, the Personnel Manager must be notified in order to guide the supervisor through the appropriate process.** Disciplinary actions include, but are not limited to, the following:
1. Suspensions with or without pay
  2. Oral/written reprimands
  3. Letters of expectation
  4. Salary reductions
  5. Demotions
  6. Dismissals
- C. Classified employees have the right to appeal adverse/disciplinary actions to the State Personnel Board.
- D. Unclassified employees are not covered by the Rules of the State Personnel Board and have no rights of appeal to the State Personnel Board. Unclassified employees may be separated at any time at the discretion of the Executive Director.