

EMPLOYEE CONDUCT AND DISCIPLINE**SECTION 6.01****Effective Date: October 15, 2015****Approved By: Governing Board** 

The Governing Board believes that the purpose of the Employee Conduct and Discipline Policy is to improve employee performance and not to punish employees. As such, that policy will serve as a guide for supervisors and employees and will be used to correct employee behavior and performance that does not meet necessary standards.

As the basic standard of fairness in the agency, employees are to be informed of the behavior expected of them and the rules, regulations, policies, procedures and practices by which they must abide. Disciplinary action results from failure to abide by these arrangements. It is the policy of the Governing Board that the standards of conduct for employees be equitably enforced. However, individual employees bear responsibility to adhere to the rules and requirements of the agency and will be held accountable as such.

During the work period, each employee is expected to conduct him/herself in a manner befitting his/her status as an employee of the Community Action Committee of Pike County. S/he will refrain from actions or public pronouncements that reflect adversely upon the agency.

Employees will exercise prudence and discretion in regard to all official business of the agency. Official business includes all interactions with customers, other employees, Governing Board members and members of the general public, which relate to any facet of their employment or any corporate operation.

Employees or former employees may make a request to the Human Resources Director to purge their personnel file of disciplinary material with the exception of termination documents.

DISCIPLINARY POLICY:

Disciplinary action will be of four types, which are related to the seriousness of the misconduct:

1. Reprimand
2. Disciplinary Probation
3. Suspension
4. Termination

The nature and seriousness of the offense will govern the type of disciplinary action to be initiated. Written notification must accompany any disciplinary action unless the offense is such that immediate termination is warranted. All disciplinary action will be documented in writing and will include the employee's signature acknowledging receipt of the material and notification of the employee's appeal rights when applicable. If an employee's signature cannot be obtained, the Supervisor and a witness will document that an attempt was made to secure the employee's signature.

Neither this Policy, nor other statements contained in the agency manual of Policies nor Procedures are intended to create a contract of employment with any employee or modify the at-will employment relationship. The Policies and Procedures effecting personnel do not confer contractual rights to any employee nor create contractual obligations enforceable against the agency.