

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 6.0

DISCIPLINARY PRINCIPLES

The Board has adopted this progressive discipline policy as a guide for the uniform administration of discipline. It is not, however, to be construed as a delegation of, or a limitation upon, the statutory rights of the county and the Board as set forth in the Ohio Revised Code.

Rules of progressive discipline shall not diminish the authority of the Superintendent to terminate an employee during the second half of the employee's initial probationary period.

The Board believes that certain basic principles, as set forth below, must consistently be applied in order to effectively and fairly correct unsatisfactory job performance or conduct when it occurs.

The Board's expectations are:

1. Employees shall be aware of job expectations through job descriptions, performance evaluations, policies and procedures, the types of conduct the Board expects of all employees as set forth in this manual, and the penalties for unacceptable job performance and conduct.
2. Immediate attention shall be given to policy infractions. As soon as the supervisor is aware of a problem/concern/allegation concerning an employee, the supervisor shall discuss it with the employee, allowing the employee an opportunity to respond to the issue.
3. Discipline shall be applied uniformly and consistently.
4. Each offense shall be dealt with as objectively as possible.
5. Discipline shall usually be progressive, but, depending upon the severity of the offense, may proceed immediately to termination.
6. An employee's immediate supervisor/coordinator, department director, and/or personnel administrator and the superintendent shall be responsible for administering discipline.

Staff are required to be truthful at all times during the disciplinary process. Lying, withholding information (partially or completely) or refusal to give information may result in termination.

Staff are reminded that failure to report abuse/neglect of participants or other violations of statute, rules or policy may result in the staff member being held equally responsible

for a disciplinary offense as the person who committed the offense which was not reported.

Adopted: 1/26/98
Updated: 7/24/2012