

## TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 6.1

### PROGRESSIVE DISCIPLINE

The Trumbull County Board of DD's Superintendent and supervisors shall follow an established system of progressive discipline when correcting job behavior. The discipline policy provides standard penalties for specific offenses; however, the examples of specific offenses given in any grouping are not all inclusive, but serve merely as a guide.

The standard penalties provided in this policy do not preclude the application of a more or less severe penalty for a given infraction when specific circumstances exist. In those cases where the penalty deviates from the recommended standard penalty, the reasons for such deviation must be noted in writing by the Superintendent or supervisor administering the discipline.

Records of discipline shall remain in effect in the employee's personnel file as outlined in the CBA. All multiple policy infractions shall be dealt with by following the system of progressive discipline set forth below:

1. Multiple offenses which are unrelated are progressively disciplined in the groups in which the offenses are classified.
2. Multiple offenses which are related are progressively disciplined regardless of the groups in which the offense is classified and regardless of the order in which the offenses occurred.

Since it is imperative that discipline for multiple offenses be consistently and uniformly applied, examples clarifying the application of the progressive discipline policy are as follows:

1. If an employee, as a first offense, is found to have violated the Group I Offense #12, failure to use reasonable care of County property or equipment, unless there are special circumstances, he or she would receive verbal instruction and cautioning. If the employee committed no other related offense in the next twelve (12) months, the record of such instruction and cautioning would be removed from the employee's personnel file. Then, if the employee subsequently committed the same offense, and absent special circumstances, he or she would still just receive the verbal instruction and cautioning.
2. If an employee is found to have committed a Group I Offense where there are no special circumstances, he or she would receive verbal instruction and cautioning. If, two months later, the employer is found to have committed another unrelated Group I Offense, he or she would, absent special circumstances, receive a written reprimand. If, three months later, the employee is found to have committed still another unrelated Group I Offense, barring special circumstances, he or she would receive a three (3) working day suspension without pay.

3. If an employee, as a first offense, is found to have violated the Group I Offense #21, use of profane or abusive language, he or she would receive, absent special circumstances, verbal instruction and cautioning. If, however, the same employee subsequently was found to have violated the Group II Offense #17, use of abusive or threatening language toward supervisors--a related Group II Offense--he or she, absent special circumstances, would receive a ten (10) working day suspension without pay.
4. If an employee has been found to have committed a Group II Offense, (i.e., Offense #7--willful failure to sign in when required) which results in his or her receiving a three (3) day suspension without pay, and then was found to have committed a related Group I Offense (i.e., Offense #6--neglect or carelessness in signing in), absent special circumstances, he or she would receive a ten (10) working day suspension without pay.
5. If an employee has been found to have committed a Group II Offense for which he or she received verbal instruction and a three (3) day suspension without pay, and then was found to have committed an unrelated Group I Offense, absent special circumstances, he or she would receive verbal instruction and cautioning.

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