PURPOSE | POLICY | PROCEDURES (TO BE FOLLOWED IN MOST CASES)

ORANGE COUNTY SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Subject: **Employee Discipline Guidelines** Number: C 8

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Approved: Date: 01-20-03

I. PURPOSE

- Provide guidelines for fairly and consistently correcting unsatisfactory behavior and/or performance.

II. POLICY

- Progressive discipline should be applied to behavior and/or performance problems with an emphasis on corrective rather than punitive methods.Generally the steps in progressive discipline are:
  - Written reprimandSuspensionTermination
- Any of these steps may be repeated or skipped depending on the frequency and severity of the infraction.SSA Human Resources should always be consulted before discipline is imposed for non-management employees.

III. PROCEDURES (to be followed in most cases)

- A. Immediate Supervisor:
  - 1. Uses informal measures such as counseling, coaching and/or conferences as an initial effort to correct or improve employee's behavior or performance.2. Documents the employee's behavior or performance considered inappropriate.3. Consults with his/her immediate supervisor regarding employee's problem that warrants formal disciplinary actions. 4. Contacts SSA Human Resources for advice on course of action.
- B. Second-Level Supervisor:
  - 1. Ensures that SSA Human Resources is consulted regarding the employee's behavior or performance problem.2. Reviews documentation from first line supervisor and considers advice provided by SSA Human Resources.3. Advises his/her Division Director of any contemplated or proposed disciplinary action prior to its implementation.
- C. SSA Human Resources:
  - 1. Reviews immediate supervisor's documentation, employee's history with the County, and the appropriate Policies & Procedures and MOU.2. Advises the supervisor and Division Director/Designee as to recommended course of action. If progressive disciplinary process is warranted, ensures that there is reasonable cause.3. Prepares any notice of proposed or implemented suspension, reduction, or termination for the signature of the appropriate manager.4. Notifies Agency Director of all proposed and implemented suspensions and discharges.

OCSSA