

**POLICY NAME** DISCIPLINARY ACTIONS - EMPLOYEES

**POLICY NUMBER** 2.6.1

**CATEGORIES**

**DATE PROPOSED:** 8/10/18

**DATE OF VOTE:** 8/22/18

**ACCEPT (Y/N):** Y

The Municipal Ice Complex (MIC) Board of Control (BOC) and Management maintain a progressive discipline procedure to ensure a consistent and fair method of disciplining employees. The progressive discipline system is intended to give employees advance notice, whenever possible, of problems with their conduct or performance in order to provide them an opportunity to correct any problems.

Progressive discipline can involve verbal counseling, written warnings, probation and/or suspension before an employee is terminated. All progressive disciplinary actions will be documented by the Manager on Duty (MOD), supervisor or manager who administers the warning. Employees shall be given specific, factual information regarding their unsatisfactory behavior and informed of the consequences if the behavior continues. These records will be maintained in the employees personnel file. Employees will have the opportunity to respond in writing to any corrective action and all responses will also be kept in the file. Some examples of behaviors that may fall under the progressive discipline policy include, but are not limited to, excessive absenteeism or tardiness, failure to comply with facility rules and operating procedures, insubordination, harassment, discrimination, excessive gossiping and failure to complete assigned tasks in a timely manner.

Exceptions or deviations from the normal procedure may occur whenever the Board or management deem that circumstances warrant that one or more steps in the process be skipped. Accordingly, circumstances may sometimes warrant immediate termination. Behavior that is illegal is not subject to progressive discipline and such behavior may be reported to local law enforcement authorities. Time clock violations, theft, substance abuse, intoxication, inappropriate behavior with minors, possession of a firearm, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Any termination decisions will be made by the Senior Facility Manager (SFM) in consultation with the BOC as appropriate. In the event of termination, the employee may request review by the Board provided a request for a review is made in writing by the employee and received by the SFM within 10 days of the date of termination.

While the MIC will generally take disciplinary action in a progressive manner, it reserves the right, at its sole discretion, to decide whether and what disciplinary action will be taken in any given situation. Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between the MIC and its employees.