

TEHAMA COUNTY SOLID WASTE MANAGEMENT AGENCY EMPLOYEE DISCIPLINE POLICY

PURPOSE

The purpose of the Tehama County Solid Waste Management Agency (Agency) Employee Discipline Policy (Policy) is to outline the steps taken by the Agency Manager to address an employee's misconduct. The expectation is that employees will follow policies and procedures and correct behavior when instructed.

AGENCY MISSION STATEMENT

As approved by the Board of Directors, the Agency's mission statement is as follows:

The mission of the Tehama County Solid Waste Management Agency is to protect public health and the environment in the County of Tehama through integrated, cost effective, and environmentally sound solid waste management. The Agency strives to conserve natural resources, sustain the environment, and reduce solid waste being landfilled through innovative leadership and effective grant and outreach programs that foster a sense of responsibility and inspire action by Tehama County residents.

EMPLOYEE DISCIPLINE POLICY ELEMENTS

The Agency's Policy outlines a progressive disciplinary process comprised of five steps of increasing strictness. These steps are:

1. Verbal counseling with a written follow-up
2. Informal meeting with the Agency Manager with a written counseling memorandum
3. Formal written reprimand with corrective action
4. Penalties
5. Termination

All of the above-listed steps are official and will be documented by the Agency Manager. The Agency Manager may choose to repeat a step instead of moving forward if:

1. The step was not properly executed the first time by the Agency Manager.
2. The employee is exhibiting signs of improvement and the Agency Manager wants to provide additional support.
3. Conditions or parameters have changed enough to make repeating the step necessary.

The Agency Manager will notify an employee when the disciplinary process begins.

General Information

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This Policy is available to the public. For more information contact the Tehama County Solid Waste Management Agency at (530) 528-1103.

Procedures

Step One

When the Agency Manager issues a verbal warning to an employee, it will be done so confidentially if possible. A copy of applicable Personnel Rules or policies that have been violated will be provided to the employee. The progressive discipline process will be explained. A copy of this Policy will be provided to the employee. The Agency Manager will provide the employee with necessary coaching. A written follow-up summarizing the warning will be provided to the employee.

Step Two

The Agency Manager holds an informal meeting to discuss corrective actions with an employee. Employees will receive actionable feedback on how to correct the violation. A written follow-up summarizing the meeting will be provided to the employee.

Step Three

Employee receives a formal written reprimand. A written reprimand is a formal action that will be provided to an employee in writing and will note the nature of the rule violation and corrective action to be taken. An employee who receives a written reprimand may request additional information regarding the reason for the written reprimand, rule violated, or corrective action to be taken if not otherwise noted in the written reprimand. An employee who receives a written reprimand will be entitled to attach a written response to the written reprimand, and/or may request an informal meeting to discuss the written reprimand; the meeting will be the Agency Manager and the employee, and no other person will be present. The written reprimand will be kept in the employee's personnel file.

Step Four

Discipline may include suspension with or without pay, reduction in the employee's salary up to two steps on the salary range of the employee's classification or demotion.

Step Five

Employees who continue to violate Personnel Rules and/or policies may be terminated. This step will be in consultation with the Agency Attorney to ensure termination is fair.

Invocation of the Progressive Disciplinary Procedure

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The disciplinary process may begin from a different step or skip steps, according to the severity of an employee's misconduct as follows:

Performance Issues and/or Minor Offenses

Disciplinary process begins at Step One. Examples include, but are not limited to:

- Absenteeism
- Disregarding deadlines
- Noncompliance with health and safety standards
- Minor work-related mistakes

Serious Offenses and/or Repeating an Offense

For serious offenses or repeating an offense for which the progressive disciplinary process has already taken place, the disciplinary process begins at Step Three. Examples include, but are not limited to:

- Major work-related mistakes
- Rudeness or disrespect to customers, contractors or other employees
- Unwillingness to follow health and safety standards.

Severe Violations

Disciplinary proceedings begin at Step 4. Examples include, but are not limited to:

- Substance use during work hours
- Hostile or aggressive behavior
- Retaliation towards another employee, contractor or member of the public.

Illegal Behavior

Disciplinary proceedings begin at Step 5. Examples include, but are not limited to:

- Corruption/Bribery
- Sexual harassment
- Discrimination
- Workplace violence
- Embezzlement/Fraud

Right to Appeal

Probationary employees do not have a right to appeal if released during the probationary period. Employees who achieve regular status and receive penalties or are terminated may file an appeal within five (5) days of notification of imposition of the

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penalties. The Agency Manager will arrange for a hearing with an individual that is unbiased, and has little to no knowledge of the disciplinary actions or behaviors. A failure to request a hearing within the 5-day period will act as a waiver of the employee's right to the appeal hearing.