

Employee Discipline

Policy:

MSS shall generally employ progressive discipline to address any employee conduct that the agency determines must be addressed by disciplinary action, such as unacceptable behavior, poor performance or violation of agency policies, procedures or practices. MSS reserves the right to forego the progressive discipline measures if the offense warrants.

Procedure:

An occurrence will be defined as an incident of an employee violating agency policy, procedures, or rules.

Five occurrences in a three-month period may lead to termination. Three occurrences in a row for the same offense may lead to suspension of a minimum of three days.

Examples of occurrences:

Documentation

- Continued/excessive errors on goal sheets
- Not completing progress notes daily
- Continued errors in progress notes
- Not completing documentation of an incident within appropriate time frames.
- Not reporting incidents to supervisor.

Provision of Services

- Leaving your person/group unattended
- Medication errors
- Arguing on the work floor
- Excessive cell phone use
- Non-adherence to schedule (going out, cleaning, etc.)

General Employee Expectations

- Unexcused tardy
- Unexcused absence
- Insubordination
- Undermining management decisions
- No call/no show – immediate termination

This list is not meant to be inclusive of all activities or behaviors which may result in an occurrence.

All offenses shall be evaluated and addressed based on the severity of the violation. MSS shall have the right, in its sole discretion, to determine whether and what disciplinary action will be taken in a given situation.

Those occurrences observed during the probationary period may affect a person's eligibility to be offered a permanent position. Staff are expected to learn about and apply policies and procedures during the orientation period; so while initial occurrences may be understandable, repeated occurrences may demonstrate an inability or unwillingness to comply with agency policies and procedures.