



POLICY AND PROCEDURE	
SUBJECT/TITLE:	Employee Discipline
APPLICABILITY:	All Staff
CONTACT PERSON & DIVISION:	Health Commissioner, Administration
ORIGINAL DATE ADOPTED:	12/02/2015
LATEST EFFECTIVE DATE:	12/02/2015
REVIEW FREQUENCY:	Every 5 Years
BOARD APPROVAL DATE:	11/20/2015
REFERENCE NUMBER:	800-006-P

A. PURPOSE

The intent of this document is to specify the policy and procedures outlining employee discipline.

B. POLICY

It is the policy of the Canton City Health District (CCHD) that all employees are treated fairly and equitably. Work rules and employee expectations will be applied uniformly and consistently. Consideration of unsatisfactory performance and inappropriate conduct will be considered on a case by case basis. The nature of a particular employee’s job responsibilities may justify different levels of discipline for what would otherwise appear to be similar issues.

C. BACKGROUND

The purpose of this document is to elaborate on section 207.27 of the Canton City Health Code. It will specify the details of the implementation of that section and provide guidance to both supervisors and staff.

D. GLOSSARY OF TERMS

Health Commissioner: As used in this policy, Health Commissioner shall mean the person currently employed by the CCHD as the Health Commissioner, or the person authorized to fulfill those duties if the Health Commissioner is not available.

E. PROCEDURES & STANDARD OPERATING GUIDELINES

Whenever an employee engages in conduct warranting disciplinary action, the employee’s supervisor shall address the issue as soon as practicable and, depending on the frequency and seriousness of the conduct, apply any discipline listed below. The Notice of Employee Disciplinary Action (Form 800-006-01-F) will be used to document the details of the disciplinary action. In all cases, the employee is given a copy of the Employee Notice of Disciplinary Action and a copy is placed in the employee’s personnel file. The discipline steps may escalate for subsequent violations, even though such violations may be unrelated to or different from the original.

While the disciplinary procedure will generally be progressive, in cases of serious misconduct, the level of discipline imposed may be more severe. It is possible to skip, reduce, or repeat steps, depending on the individual circumstances. This policy should not be construed as preventing, limiting or delaying the Health Commissioner from taking appropriate disciplinary action based on the facts and merits of the particular case. The supervisor shall make effort to resolve any disciplinary issues with the employee in a positive and productive manner.



1. TYPES OF DISCIPLINARY ACTION:

The purpose of discipline is to make certain the employee is fully aware of their misconduct, its severity, its impact on the organization and community and the areas of performance that must be improved. Discipline is also a method to inform the employee of what is expected, thereby enabling the employee to correct performance problems and be restored to being an effective, productive employee.

a) Employee Instruction and Caution (Verbal Correction)

The employee and the supervisor verbally discuss performance or behavior following an offense in an effort to eliminate possible misunderstandings, improve job performance or to outline what constitutes proper conduct.

b) Written Warning

The employee receives discipline in the form of a written warning from the supervisor when the supervisor believes that an offense in the first instance is serious enough to warrant such action, following continuing poor job performance or for repeated offenses.

c) Recommendation for Suspension, reduction in pay, or reduction in classification

Suspension without pay, reduction in pay or reduction in classification may occur when the Health Commissioner determines that an employee has failed to correct performance after repeated written warnings, as the result of an accumulation of misconduct, or as a result of a first time serious offense or misconduct.

d) Recommendation for Termination

Termination may occur after the Health Commissioner has made repeated attempts to inform and help an employee correct performance or the employee's unacceptable conduct is of such a serious nature that the Health Commissioner believes there is no practical alternative.

2. DOCUMENTATION

It is important to maintain current and accurate records of any employee discipline following these standards

a) For discipline that includes employee instruction and caution, or a written warning, the supervisor shall complete a Notice of Employee Disciplinary Action (Form 800-006-01-F). Such documentation shall briefly state the nature of the employee infraction, the actions taken by the employee and the supervisor to correct the employee behavior and be signed by both the employee and the supervisor. The documentation shall be maintained in the employee's work file for a minimum of two years from the date of the infraction.

b) For discipline that includes time off without pay, suspension, reduction in pay or classification or termination, documentation shall include the Notice of Employee Disciplinary Conference (Form 800-006-02-F), records of any conference proceedings, rulings and Employee Notice of Disciplinary Action. The documentation shall be maintained in the employee's work file for a minimum of two years from the date of the infraction.

c) Depending on the nature of the disciplinary action, the employee may be offered the option to participate in a Performance Improvement Plan (PIP) at any phase of disciplinary action. The PIP is a written document that will outline performance improvements and goals for the employee that must be achieved within a specified time period. The PIP will outline performance goals, behavioral expectations



and other measurable objectives for the employee. The PIP will be developed by the supervisor and the employee and documented in writing as part of the Employee Notice of Disciplinary Action (800-006-01-F). The final goals and objectives in the PIP will be determined by the supervisor. The PIP is a binding agreement between the employee and the health district. Failure to achieve the terms of the PIP will result in further discipline, up to and including the possibility of termination.

3. GUIDELINES FOR PROHIBITIVE CONDUCT:

The Health Commissioner reserves the right to discipline employees for violations of established work rules and regulations. The Health Commissioner may treat each occurrence of inappropriate conduct upon its individual merits, without establishing a precedent for the treatment of other cases. The following list of prohibited conduct is not to be construed as an exhaustive list or a limitation upon the retained rights of the Health Commissioner in determining whether conduct is subject to discipline. An employee of the CCHD may receive disciplinary action for any of the referenced behaviors below, for similar inappropriate behaviors, or for any other conduct prohibited pursuant to the CCHD Policies and Procedures, O.R.C. 124.34, other applicable laws, or any other applicable rules, regulations or professional standards.

Prohibited conduct includes, but is not limited to:

- a) Unsatisfactory work, failure to maintain required levels of performance, incompetency or gross inefficiency.
- b) Neglect of work, neglect of duty, sleeping on the job, excessive personal phone calls or other inappropriate distractions.
- c) Any criminal acts on CCHD property (including vehicles) or while on scheduled work time.
- d) Any criminal acts that would interfere with the employee's ability to perform their assigned duties (such as the revocation of a required professional license or credential).
- e) Any conduct that places the employee or another person's health or safety at risk, causes physical harm or adversely affects the CCHD's liability.
- f) Trying to perform while unfit for duty.
- g) Excessive absence or tardiness.
- h) The use, sale or possession of alcohol or drugs or unauthorized possession of firearms on agency premises or during rest periods.
- i) Discourteous, disrespectful, confrontational, abusive, slanderous, libelous, threatening or derogatory behavior or statements toward another employee or toward third parties.
- j) Discrimination or sexual harassment in the work environment or through services provided to the public.
- k) Conduct which adversely affects the reputation or standing of the CCHD.
- l) Dishonest, malicious, immoral, indecent or unethical behavior.
- m) Falsification of records, failure to cooperate on official inquiries or proceedings or collusion for personal gain.
- n) Unethical behavior which results in a conflict of interest or an expectation of preferential treatment.
- o) Unauthorized access, removal, destruction, alteration, release or other misuse of records, confidential information or equipment.
- p) Failure to follow procedures in the HIPAA manual, as well as failure to attend annual HIPAA training.
- q) Inappropriate attire or appearance.



- r) Making or distributing malicious jokes or statements concerning management, other employees or clients, verbally or by use of telephone, FAX or other electronic communication device.
- s) Failure to follow established policies or documented work rules.
- t) Failure to follow generally recognized standards of professional or ethical conduct.
- u) Failure to perform work that is assigned by a supervisor that is within the employee's scope of duties or capabilities.
- v) Misuse of position, stationery or envelopes for personal reasons or non-governmental use.
- w) Performing private work during working hours.
- x) Unauthorized use of CCHD property for private use.
- y) The progressive or persistent demonstration of negative or uncooperative behavior.
- z) Acts of misfeasance, malfeasance or nonfeasance.
- aa) Insubordination.
- bb) Failure to actively comply with and promptly complete a PIP when required by supervision.
- cc) Conduct in violation of any Federal, State or Local laws that may have an adverse effect upon the reputation, operation, ability to perform required work or programs of the CCHD.
- dd) Initiating or in any way participating in horseplay that can be considered offensive to another individual or damaging to property.
- ee) Failure to follow work orders or any other instructions given when an employee has been placed upon paid administrative leave.
- ff) Offenses not specifically enumerated herein, as well as any violation of the Canton City Health Code, codified ordinances, state or federal laws, or any policy or standard practice of the CCHD.

This list **is not** all-inclusive. It is subject to being periodically supplemented by the Health Commissioner or his designee.

4. PAID ADMINISTRATIVE LEAVE

If the alleged employee infraction is of a nature that continued access to work or other employees is likely to result in damage to the health district, or harm to staff, clients or others, the employee may be placed on paid administrative leave pending a disciplinary conference pursuant to the following process:

a) Determination of Paid Administrative Leave

Health Commissioner: The supervisor shall immediately notify the Health Commissioner of a serious infraction by any employee that may warrant the employee being placed on paid administrative leave. The decision to place an employee on paid administrative leave will be made in an effort to:

- i) Prevent harm to staff, clients or others;
- ii) prevent further serious violations of work rules;
- iii) assure the integrity of data and confidentiality; or
- iv) any other serious infraction as determined by the Health Commissioner.



b) Notice

- i) If it is determined that paid administrative leave is necessary, the employee shall be immediately notified in writing using the Notice of Employee Disciplinary Conference (FORM 800-006-02-F) signed by the Health Commissioner. The service of the notice shall be in person or by registered US Mail, return receipt. Failure of the employee to cooperate with the delivery of this notice will result in further disciplinary action. If needed, the assistance of other staff or a police officer may be used to deliver this notice to the employee.
- ii) The employee shall immediately surrender any keys and access key cards for CCHD facilities and be escorted from the premises by a supervisor. Assistance may be requested from other staff or a police officer. The employee shall not attempt to enter the premise while on paid administrative leave except under the terms of the Notice of Paid Administrative Leave or other written authorization by the Health Commissioner.
- iii) As soon as possible, employee access to email, network and other computer resources shall be revoked.
- iv) Other employees should be notified of this action as soon as practicable by email or other means.

c) Employee Responsibility

- i) The employee shall promptly follow all instructions and limitations stated in the order placing them on paid administrative leave.
- ii) While on paid administrative leave, the employee shall be readily available to receive phone calls, notices, instructions and any correspondence during normal working hours. The employee may be instructed to pick up notices and other communications in person at the health district administrative offices while on paid administrative leave. Any delay by more than four hours to respond with any requests under this section will be considered as further grounds for discipline.

5. DISCIPLINARY CONFERENCE

Whenever an employee is subject to disciplinary action which may result in time off without pay, reduction in pay or classification, suspension or termination, a disciplinary conference shall be held pursuant to the following procedure.

a) Consultation with Law Department

The Canton City Law Department should be consulted prior to any employee disciplinary conference that may result in the reduction of pay, classification or termination.

b) Presiding Officer

A disciplinary conference that may result in time off without pay, reduction in pay or classification, suspension or termination will be conducted by the Health Commissioner or their designated representative. The designated representative may be an employee of the health district or from outside of the health district (such as the Canton City Law Department).

c) Notice of Employee Disciplinary Conference

The employee will be provided with a written notice of the conference stating the date, time, location and an outline of the alleged infraction for the disciplinary action. (Notice of Employee Disciplinary Conference – FORM 800-006-02-F) The notice shall be provided to the employee at least 24 hours prior to the conference date and time. The service of the notice should be in person or by certified US Mail, return receipt. The employee must cooperate in accepting this notice. Failure to accept the notice will subject the employee to further disciplinary action.



- i) An employee may:
 - (1) Appear at the conference in person to offer an oral or written statement.
 - (2) Appear with a representative to present an oral or written statement.
 - (3) Elect, in writing, to waive their right to a disciplinary conference.

- ii) Representation

The employee does not have an absolute right to legal representation at the disciplinary conference. However, the employee or the health district *may* elect to have legal representation at this conference. The employee will not be granted a continuance for the disciplinary conference because of attorney or representative conflict with the scheduled conference date and time.

- d) Disciplinary Conference Scope and Procedures

- i) This is an informal administrative conference and does not adhere to the normal rules of civil procedure. The scope of the conference is to determine if there is cause to discipline an employee based on the facts presented by the health district to the presiding officer. It is the health district's responsibility to present the facts of the case in a fair, truthful and honest manner. The employee may elect to present testimony, witnesses, documents or other material which explain the alleged conduct. It is the employee's responsibility to notify any witnesses they request to be present.
- ii) The Health District, through the appropriate supervisor, has the responsibility to document the alleged infractions of work rules in a manner sufficient to prove that the infraction did occur. The supervisor will be responsible for the development of the case including the documentation of previous Employee Notice of Disciplinary Action, written statements, examples of written or other work, or witness statements.
- iii) The CCHD reserves the right to make an audio or video recording of the proceedings of the conference. A written transcript will not be prepared for the conference. If the employee desires to have a written transcript, the employee shall be responsible for the cost of such transcript.

- e) Ruling

- i) The presiding officer shall consider the preponderance of evidence and testimony submitted by the parties in light of applicable policies, statutory requirements, prior discipline, mitigating circumstances, the nature and seriousness of the offense and its impact upon the CCHD and the community.
- ii) The presiding officer shall prepare a written summary of the disciplinary conference and a recommendation as whether there is just cause for discipline (form 800-006-03-F). A copy of the summary will be provided to the Health Commissioner, supervisor and the employee within five working days from the conference. A copy of the summary shall become part of the employees work record.

6. IMPOSITION OF DISCIPLINE

- a) If the manner of discipline does not result in time off without pay of more than three days, reduction in pay or classification or termination, then the Health Commissioner shall decide the level and manner of discipline that will be imposed upon the employee.
- b) If discipline includes a reduction in pay, reduction in job duties to a lower position classification, imposition of time off without pay for more than three days or termination, then the Health Commissioner shall make a recommendation to the Board of Health as soon as practicable. The employee may request to be present when the recommendation is made to the Board of Health.



- c) In lieu of Board of Health action, the employee may be offered an agreement to accept the discipline recommended by the Health Commissioner. Such agreement shall be in writing, be signed by the Health Commissioner and the employee and shall contain provisions that waive the employees right of appeal to the Board of Health.

7. NOTICE

- a) The employee shall be notified in writing of any discipline using the Notice of Employee Disciplinary Action (FORM 800-006-01-F) signed by the Health Commissioner. The service of the notice should be in person or by registered US Mail, return receipt. Failure of the employee to cooperate with the delivery of this notice will result in further disciplinary action. If needed, the assistance of other staff or a police officer may be used to deliver this notice to the employee.
- b) If the discipline includes time off without pay or termination, the employee shall immediately surrender any keys and access cards for CCHD facilities and be escorted from the premises by a supervisor. Assistance may be requested from other staff or a police officer. The employee shall not attempt to enter the premise while on leave except under the terms of the Employee Notice of Discipline or other written authorization by the Health Commissioner.
- c) As soon as possible, employee access to email, network and other computer resources shall be revoked.
- d) Other employees should be notified this action as soon as practicable by email or other means.
- e) If discipline results in a reduction in pay, reassignment to a lower classification, time off of greater than two days or termination, a copy of the notice shall be send to the Civil Service Commission of Canton.

8. COMPLIANCE

- a) The employee shall promptly follow all instructions and limitations stated in the order placing them on leave.
- b) If on leave, the employee shall be readily available to receive phone calls, notices, instructions, and any correspondence during normal working hours. The employee may be instructed to pick up notices and other communications in person at the CCHD administrative offices while leave. Any delay of more than 48 hours to respond with any requests under this section may be considered as further grounds for discipline.

9. RECORDS

- a) All disciplinary documentation will be placed in the employee's personnel file. If the discipline resulted in a written reprimand, the employee may request that the record of discipline be removed from the employee's personnel file after a period of two years from the date of discipline. If the discipline resulted in time off without pay for three days or less, the employee may request that the record of discipline be removed from the personnel file after a period of five years from the date of discipline. Employee discipline that results in a permanent reduction in pay or classification, time off of more than 30 days or termination will remain a part of the employee's permanent personnel file.
- b) A request to remove disciplinary records from an employee file shall be in writing to the Health Commissioner. The Health Commissioner may remove the records from the file provided that there have been no further disciplinary actions within five years from the end of the previous discipline and the employee is in good standing. Records removed from the employee's personal file will be placed in a separate file and retained pursuant to the CCHD's Record Retention Schedule.



F. CITATIONS & REFERENCES

Ohio Revised Code: 124.34 Reduction in Pay, Suspension, or Removal
Canton City Health Code: 207.27 Reduction in Pay, Suspension, or Removal
CCHD Record Retention Policy

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. James Adams, Health Commissioner
2. Division Leadership Team
3. Canton City Law Department

H. APPENDICIES & ATTACHMENTS

800-006-01-A_Example – Notice of Administrative Leave
800-006-02-A_Example – Notice of Disciplinary Hearing

I. REFERENCE FORMS

800-006-03-F_Notice of Employee Disciplinary Action
800-006-04-F_Notice of Employee Disciplinary Conference
800-006-05-F_Summary and Findings of Employee Disciplinary Conference

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes

K. APPROVAL

This document has been approved in accordance with the “800_001_P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.

NOTICE OF ADMINISTRATIVE LEAVE

To: [REDACTED]
From: James M. Adams, RS, MPH
Date: October 11, 2011
CC: File

This is a formal notice that I am directing you to appear at an investigatory hearing that will be conducted by the Board of Health to determine if the possible instances of employee misconduct that I briefly summarize in this memo may warrant disciplinary action including suspension, termination, or other disciplinary action. This investigatory meeting will take place on October 31, 2011 at 12:10 PM in the board room. At that time you will have an opportunity to answer the allegations that I am raising in this letter as well as to present any information about the incidents at issue.

I am holding this hearing for various reasons, including:

1. On October 11, 2011 you make threats of workplace violence to a coworker in violation of section 207.27 and 207.33 of the Canton City Health Code.

In addition I am placing you on administrative leave with pay effective immediately. You are to surrender your identification card and any keys to the building. You are not to enter or approach the building or employee parking lot. You are not to approach any other employees while on administrative leave.

SERVICE:

I certify that a copy of this notice was served to the individual named by personal service at the Canton City Health Department.

 //James M. Adams//
Name

 October 12, 2011
Date of Service

NOTES:

On 10/12/2011 at approximately 10:15 AM [REDACTED] informed me that she had a conversation with [REDACTED] in the restroom at approximately 10:00AM. She stated that [REDACTED] was very upset and angry toward me for some unknown reason. She stated that she was using the F word to describe me and it made [REDACTED] very upset. She further stated that [REDACTED] said that if she had a gun right now she would shoot me dead. She repeated this twice. This scared [REDACTED] and she immediately informed her supervisor and myself of the incident.

Upon consultation with the Law Department I prepared the attached letter and placed [REDACTED] on administrative leave pending a disciplinary hearing on 10/31/2011. I gave her this letter at approximately 11:15 AM on 10/12/2011. I retrieved her keys (she reported her ID lost) and escorted her out of the building without further incident.

10/12/2011 - JMA

Administrative Hearing Notes:

On October 31, 2011 a hearing was conducted by the Board of Health in executive session on this matter. [REDACTED] was present at the hearing. I presented the facts of this case and read the statement provided by [REDACTED] regarding the statements made by [REDACTED]. [REDACTED] stated that she did not say exactly what was reported by [REDACTED]. She stated that she told [REDACTED] that she was very frustrated and angry about the confusion related to her return to work [REDACTED]. She stated that Mr. Adams was not going to let her come back to work unless she completed a "bunch of tests" and that at that time she felt that if she had a gun she could shoot him. She denied repeating the statement.

[REDACTED] further stated that she had contacted two attorneys and that they advised her that this action "was crazy and without merit". She stated she was advised to ask for a continuance of the hearing to consider additional evidence or allow her to return to work under a probationary period. [REDACTED] stated that she had provided the Notice of Administrative Leave to the attorneys and that both she and they understood that a possible outcome of this hearing might be disciplinary action that could include termination.

The Board then interviewed [REDACTED] regarding her statement. [REDACTED] restated that [REDACTED] stated at the time of her conversation that if she had a gun she would shoot Mr. Adams. She stated that [REDACTED] made this statement twice.

Based on the information gathered at this hearing, the Board of Health determined that [REDACTED] did make threats of workplace violence directed toward Mr. Adams. They further determined that her actions were in violation of section 207.27 of the Canton City Health Code. They further determined that the appropriate disciplinary action was immediate termination.

I informed [REDACTED] of the Board's determination by phone by calling 330-412-4602 and that a letter would be following. She requested that she be notified when the letter was completed so she could pick up a copy for her attorney.

November 1, 2011



Canton, OH 44703

NOTICE OF TERMINATION

On October 31, 2011 a due process investigatory/disciplinary hearing was conducted by the Board of Health of the Canton City Health Department to determine possible instances of employee misconduct by you. Specifically, it is alleged that on October 11, 2011 you made threats of workplace violence toward the Health Commissioner. You were provided prior written notice of this hearing and were present during the hearing. The facts and charges were explained to you during this hearing and you had an opportunity to respond.

After a careful consideration of all the facts surrounding this allegation the Board of Health has determined through credible evidence that you made threats of workplace violence toward the Health Commissioner. The Board has further determined that these statements are a failure of good behaviour, are disruptive and disrespectful toward supervision, constitute insubordination in violation of section 207.27(B) of the Canton City Health Code, and are incompatible with employment by the Board of Health.

The Board of Health has determined that the appropriate discipline for this action is immediate termination of employment with the Board of Health. The Board further directs the Health Commissioner to take any and all appropriate actions to enforce this order.

By order of the Canton City Board of Health:

James M. Adams, RS, MPH
Health Commissioner

pc: File
Civil Service Commission

NOTICE OF DISCIPLINARY HEARING

To: [REDACTED]

From: James M. Adams, RS, MPH

Date: February 14, 2011

CC: File

This is a formal notice that I am directing you to appear at an investigatory hearing that I will conduct to determine if the possible instances of employee misconduct that I briefly summarize in this memo may warrant disciplinary action including suspension, termination, or other disciplinary action. This investigatory meeting will take place on February 17, 2011 at 3:30 PM in my office. At that time you will have an opportunity to answer the allegations that I am raising in this letter as well as to present any information about the incidents at issue.

I am holding this hearing for various reasons, including:

1. On February 14, 2011 you failed to report to work during your scheduled time in violation of section 207.12 of the Canton City Health Code.

At the conclusion of the meeting, I will assess all relevant and appropriate information and make a determination as to what action, if any, should be taken.

SERVICE:

I certify that a copy of this notice was served to the individual named by personal service at the Canton City Health Department.

// [REDACTED] //

Name

// 2/16/2011 //

Date of Service

Record of Disciplinary Hearing for [REDACTED]

Date of Hearing: 2/17/2011 at 3:30 PM

Location: Health Commissioner Office

Attendees: [REDACTED]

Facts:

A "Laudermill Notice" of a disciplinary hearing was provided to [REDACTED] on 2/16/2011 by her supervisor, [REDACTED]. On February 11, 14, and 15, 2011 she failed to report to work during scheduled work time due to a [REDACTED]. Evidence of a physician appointment and diagnosis was provided. She had no sick leave balance and was absent from work without compensated leave for that period in violation of section 207.12 of the Canton City Health Code.

It was noted that [REDACTED] was notified of a similar occurrence on 6/11/2010 by her supervisor.

During the hearing [REDACTED] apologized for the infraction and offered to make up the time that was lost as well as sign an agreement that any further uncompensated absences would result in immediate termination. [REDACTED].

Determination:

After considering the facts presented at this hearing I have determined that [REDACTED] violated section 207.12 of the Canton City Health Code and was absent without leave.

After some discussion, it was decided that an appropriate disciplinary action would be as follows:

[REDACTED] would sign a "last chance" agreement stipulating that (1)there would be no further uncompensated absences for the duration of her employment; (2) [REDACTED] would contact the employee assistance program (CONCERN) for help in managing her use of sick leave and successfully follow any treatment plan recommended by CONCERN; and (3)there would be no other violation of the Canton City Health Code (personnel policies) for the duration of her employment with the department.

_____ DRAFT _____
Health Commissioner



Notice of Employee Disciplinary Action

Employee Name (To): [employee]
Supervisor (From): [supervisor]
CC: [list]
Date Presented: [date]

Disciplinary Level:

- Verbal Correction
- Written Warning
- Notice of Time off Without Pay
- Notice of Permanent Reduction in Pay or Classification
- Notice of Termination

Subject:

[Describe the nature of the issue here]

Prior Notifications:

[List any prior notifications; verbal or written]

Incident Description and Supporting Details: *Include the following information: Time, Place, Date of Occurrence, and Persons Present as well as Organizational Impact.*

Performance Improvement Plan:

- Expected Behavior and Conduct Changes:
 - [list]
- Training or Special Direction to Be Provided:
 - [list]
- Consequences
 - [list]

Interim Performance Evaluation Necessary? Yes No

[List time frame]

Imposition of Discipline

[Describe the type of discipline here if there is time off without pay, permanent reduction on pay or classification, or termination.]

Employee Assistance Program:

The Canton City Health Department's "Employee Assistance Program" (EAP) provider is Concern. This is a service that can help you sort out options, develop a plan of action and take steps toward the positive outcome you desire. Concern can be confidentially reached to assist you at (330) 644-7747, with no charge to



you initially. The attached booklet describes the EAP's services. [Using their services is strictly voluntary.] [May be required as part of the PIP]

Employee Comments:

[Employee may provide any general comments here]

Acknowledgment:

Your signature below confirms that you received a copy of this Notice of Employee Disciplinary Action and it has been discussed with you. This action does not preclude any further action which may be taken against you pursuant to section 207.27 of the Canton City Health Code as a result of this incident.

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
		_____ Department Head Signature <i>(if applicable)</i>	_____ Date
		_____ Health Commissioner Signature <i>(if applicable)</i>	_____ Date

Witness *(if employee refuses to sign)*

_____ Witness Name	_____ Witness Signature	_____ Date
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Attachments:

- [enter]
- [enter]

Notice of Employee Disciplinary Conference

Employee Name (To): [employee]
Supervisor (From): [supervisor]
CC: [list]
Date Presented: [date]

This is a formal notice that I am directing you to appear at a disciplinary conference that I will conduct to determine if the possible instances of employee misconduct that I briefly summarize in this notice may warrant disciplinary action including suspension, termination, or other disciplinary action. At that time you will have an opportunity to answer the allegations that I am raising in this notice as well as to present any information about the incidents at issue. This conference will be conducted pursuant to the current Employee Discipline Policy (800-006-P). At the conclusion of this conference, I will assess all relevant and appropriate information and make a determination as to what action, if any, should be taken.

Date and Time of Conference:

[Date and Time]

Location of Hearing:

[Location]

Allegations:

1. [allegation one]
2. [allegation two]

Paid Administrative Leave: [If placing the employee on paid administrative leave pending the conference add this section, otherwise delete.]

I am placing you on administrative leave, with pay, effective immediately. You are to surrender your identification card and any keys to the building. You are not to enter or approach the building or employee parking lot unless instructed to do so by me. You are not to approach any other employees while on paid administrative leave. While on paid administrative leave you must be available to receive phone calls, notices, instructions, or other correspondence during normal working hours. You must promptly comply with all instructions while on paid administrative leave or face further disciplinary action.

Employee Assistance Program:

The Canton City Health Department's "Employee Assistance Program" (EAP) provider is Concern. This is a service that can help you sort out options, develop a plan of action and take steps toward the positive outcome you desire. Concern can be confidentially reached to assist you at (330) 644-7747, with no charge to you initially.



Service:

I certify that a copy of this notice was served upon the individual named by the method indicated below:

Personal Service

US Regular mail to the following address:

[list the address here]

[name, title]

[date]

Attachments:

- [enter]
- [enter]

Summary and Findings of Employee Disciplinary Conference

Employee: [name]
Date of Conference: [MM/DD/YYYY]
Time of Conference: [hh]
Presiding Officer: [name]
Conference Attendees: [list names of those present]

Facts:

A disciplinary conference was held for the individual at the date, time, and location listed above.

[Employee Name] did receive a Notice of Employee Disciplinary Conference dated [date of notice].

The following facts were presented by [name] for the Canton City Health District:

- [fact]
- [fact]

The following facts were presented by [employee or representative]

- [fact]
- [fact]

Determination:

After careful consideration of all the facts presented at this conference I have determined that [name] [did/did not] violate [list].

Recommendation:

[Summary or recommendations.

I certify that this summary is a true and accurate record of this employee disciplinary conference.

[name, title]

[date]

Attachments:

- [enter]
- [enter]