

Progressive Discipline Policy

The Norton Housing Authority has adopted a progressive discipline policy in order that employees will be treated equitably and given an opportunity to improve and alter unsatisfactory behavior when possible. It is important to note that different employees will not be treated exactly the same since factors other than the unsatisfactory behavior (i.e., employee length of service, promotion record, attendance) are relevant when deciding on an appropriate form of discipline.

All employees of the Norton Housing Authority are expected to conduct themselves in a professional, courteous and helpful manner while adhering to high standards of productivity. The authority to appoint, promote, transfer, demote, and separate personnel shall be vested in the Executive Director. All such actions are subject to the Board's review and approval.

Individuals may be disciplined for actions not in accordance with conduct expected of Housing Authority employees. Progressively more severe penalties may be imposed on an employee each time any given offense is repeated.

Disciplinary Actions - The need for discipline usually arises from three general conditions:

1. The employee is performing below job standards in terms of work quantity, quality, method, timeliness, or cost.
2. The employee disobeys prescribed rules of conduct, behavior, or general performance, such as reporting to work on time.
3. The employee interferes with the performance of others, harasses another employee, resident or vendor, or does something damaging to the reputation or welfare of the Housing Authority as the employer, other employees, or to the employee's own credibility, or by his or her actions, and adversely affects the provision of services to the residents of the Housing Authority.

Even similar unsatisfactory behaviors can vary in severity; thus, employees should not expect identical treatment for similar violations. The Norton Housing Authority will administer discipline according to the following guidelines, when appropriate. If an employee's behavior is considered to be serious, the Norton Housing Authority will BEGIN with a more serious form of discipline, UP TO AND INCLUDING TERMINATION. This policy is a guide for Norton Housing Authority personnel and does not form a contract between the Norton Housing Authority and any of its employees.

Verbal Warning: A verbal warning or reprimand is not considered official or formal discipline and therefore should be noted, with the date it occurred, only in the Executive Director's desk notes. A record should be placed in the employee's official personnel file. A verbal warning is issued in a conference format, in which the problem is identified, and the expectations for correcting the problem are given. In addition, the Executive Director may offer assistance in helping the employee resolve the cause of the problem.

In the verbal warning or other step in progressive discipline, the individual should be given a reasonable period of time to correct any ongoing problem. A date should be stated indicating when the situation should be reviewed.

Written Warning: A written warning to an employee is the next step in the progressive disciplinary process if the employee fails to correct the problem identified in the verbal warning. This is a more formal disciplinary notice which is placed in the employee's personnel file. A written warning and other

written disciplinary actions, including notices of suspension and discharge should contain the following elements:

1. Date of notice, full name of employee, employee's position title and department
The specific disciplinary action being initiated, the date the action will take effect (except on written reprimands, which are immediate), and a detailed description of the offense or violation and the date such offense occurred.
2. A citation and quotation of any policy, rule, or directive that was violated.
3. A specific reference, with date, or verbal warning(s) or other actions given previously in an attempt to correct the same or similar problem.
4. A statement of what is expected of the employee to correct the problem and an offer of assistance.
5. A statement of the consequence of a repeat or continuation of the same, or substantially similar, violation (suspension, termination, etc.).
6. If appropriate, a date when the situation will be reviewed to see if the problem has been corrected.

Final Written Warning: Same as above. If deemed appropriate by Executive Director, suspension with or without pay or up to and including termination from employment

Notice of Unpaid Suspension. A suspension without pay is the next step through progressive discipline prior to termination. It may be exercised immediately following the occurrence of a major offense, as described under Major Offenses or in instances of sick leave abuse. In determining the length of a suspension, the severity of the act and the employee's past record should be considered. The Executive Director has the authority to suspend up to five (5) days. All other suspensions are to be determined by the Board of Directors.

Notice of Paid Suspension. In instances where an employee's conduct causes unsafe work conditions, jeopardizes public safety, or makes the following of normal disciplinary procedures impractical, the Executive Director should suspend the employee with pay until the facts are gathered and the situation is reviewed. A recommendation to terminate may then be made to the Board of Directors.

In the event an employee is suspended for more than 5 days or terminated, that employee shall be given the right to appeal to the Board of Commissioners. Further, any and all employee rights under Personnel Records Law will be adhered to by the Norton Housing Authority.

This policy was approved and adopted by the Board of Commissioners for the Norton Housing Authority on 5/21/2019.



Board Member