

STAFF DISCIPLINE

The Board of Control has the expectation that employees will follow Board policies as well as the rules and regulations that have been promulgated by state and federal statute. An integral part of the management responsibilities of the administrators and supervisors is to discipline employees when such action becomes necessary. The primary objective is to maintain a level of acceptable behavior on the part of all employees. Discipline may include but not be limited to: a) oral reprimand; b) written reprimand; c) suspension with or without pay; and/or d) discharge.

It shall be the responsibility of the Agency Administrator to impose disciplinary action or these actions may be carried out by the supervisor with the authorization of the Agency Administrator.

Tentative Approval: October 8, 2003

FINAL APPROVAL: November 5, 2003