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| DISCIPLINARY ACTION GUIDELINES | | | | NO. | |
| In order to work together efficiently and effectively as a team, staff need to observe rules and regulations put in place. Failure to follow rules may require disciplinary action up to and including termination of employment.  Category 1 offenses are most serious and subject the employee to immediate termination without rehire privileges. Under Category 1 offenses, employees can be immediately suspended without pay, subject to investigation. In these cases, suspension is not used as a form of punishment - only to investigate policy or other work rule violation. Administration will investigate the events leading to suspension and the employee will have the right to meet with management to give their side of the story. If discharge is not in order and no lesser offense is found including, but not limited to, Category 2 offenses, the employee will be reinstated with back pay for scheduled days missed while on suspension and documentation will be removed from the personnel file. If a lesser offense is noted, the employee will receive disciplinary action as outlined under Category 2.  The following are Category 1 offenses:   1. Abuse or inconsiderate treatment of a resident 2. Failure to report suspected abuse of a resident 3. Willful negligence 4. Failure to follow appropriate policies or procedures that result in harm or potential harm to a resident or an employee. 5. Possession of alcohol/drugs on facility property; being under the influence of alcohol or drugs while at work; failing to submit to drug/alcohol testing and/or failing said test 6. Sleeping on duty 7. Verbal of physical threats against another employee, the facility, or a resident 8. Possession of a firearm, other weapon, or dangerous device on facility property 9. Misappropriation of facility, resident, or other employee’s property 10. Falsification of facility records, or instructing a subordinate to falsify records (including punching another staff members time card or having another staff member punch your time card) 11. Walking off the job or leaving the facility without permission 12. Violation of safety rule that results in injury of a resident, employee or a visitor 13. Failure to report convictions of crimes that would prevent working in a nursing home (Healthcare Workers Background Check Act); making false, misleading, or incomplete statements on your job application or resume that could reasonably be expected to affect the facility’s hiring decision. 14. Accepting gifts or gratuities from residents, families or vendors 15. Sexual or other unlawful harassment/discrimination 16. Making a false, misleading, or incomplete statement in a facility investigation and/or refusal to participate in a facility investigation 17. Failure to maintain confidentiality or employee, facility, or resident information 18. Other extreme instances of improper conduct not specifically listed | | | | | |
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| DISCIPLINARY ACTION GUIDELINES | | | | NO. | |
| Category 2 offenses are less serious in nature (unless they are reoccurring). Under Category 2 offenses, efforts will be taken to utilize a progressive discipline system. However, occasions may arise where circumstances dictate that progressive discipline is not followed. Violations of conduct or work rules are cumulative and need not be for the same offense.  The following steps are used in the progressive discipline system:   1. Written warning – First violation of any conduct or work rule. This should be in written form with a copy given to the employee and the original retained in the employee file (for specified period of time determined by management) 2. Suspension – Second violation of conduct or work rule. This should be in written form and involve a suspension of a specified number of days from the facility. A copy of the form should be given to the employee and the original retained in the employee file (for a specified period of time determined by management) 3. Termination – Third violation of ay conduct or work rule. This should be in written form with a copy given to the employee and the original retained in the employee file.   The following are Category 2 offenses   1. Failure to report, monitor, or take proper action when there is a significant change in a resident’s condition 2. Willful failure to follow a resident’s Care Plan, or failure to inform the Care Plan coordinator when the need for changes in a resident’s Care Plan have been assessed. 3. Failure to identify or report potential situations of neglect 4. Insubordination or failure to carry out instructions or assignments 5. Excessive absenteeism 6. Tardiness 7. Using abusive or vulgar language to or within earshot of an employee, visitor or resident 8. Failure to attend mandatory inservices or department meetings 9. Time clock violations 10. Leaving work area without permission from supervisor 11. Poor work quality or productivity 12. Posting or removing notices, defacing notices, or writing in any form on notices posted by the facility on bulletin boards and other facility property 13. Creating or contributing to infection control problems 14. Failure to comply with company dress code 15. Making or receiving personal telephone calls that are not emergencies 16. Making false or malicious statements about an employee, resident, visitor or the facility 17. Violation of the company cell phone policy. 18. Failure to follow personnel policies or facility procedures 19. Other instances of improper conduct not specifically listed | | | | | |
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| DISCIPLINARY ACTION GUIDELINES | | | | NO. | |
| Employment with the facility is at the mutual consent of the facility and the employee and either party may terminate that relationship, with or without cause, and with or without advance notice.  I have received, read and understand the Winning Wheels, Inc. Disciplinary Action Guidelines.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name Printed Signature Date | | | | | |
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