

DISCIPLINE AND DISCHARGE 2.07

I. PURPOSE

As an Allied Services employee, volunteer or student intern you are, of course, obligated to comply with the policies, rules, and regulations, including both those that apply at all Allied Services facilities as well as any additional ones applicable specifically to your facility, department, or job. Each person is responsible to know any such particular policies, rules, or regulations. The primary purpose of Allied Services, ultimately, is to develop and provide quality health care and related services to the clients and the communities served. That purpose is, in part, achieved by the promulgation and application of employment policies which assist in maintaining a workforce that is competent, reliable, appropriate, and effective.

II. STATEMENT OF POLICY

This policy sets forth some of Allied Services basic rules, violation of which will result in discipline, up to and including discharge. No policy or listing of rules can be all-encompassing; therefore, the rules listed below are intended only to provide some of the specific rules applicable to your employment. Other specific rules--whether corporate-wide or specific to your division, department or even job--may be applicable as well. And, of course, basic conduct which any employer ought to expect from its employees is not always reflected in specific written rules. Thus, the publication of this policy, and of the specific rules listed below, is not intended to be, nor may it be construed as, limiting the rights of the employer to discipline for any other cause not stated or referenced below. Nor should the publication of this or any other policy(ies) of and by Allied Services be construed as changing or limiting in any way the "at will" status of all employees of Allied Services, in all of its various divisions and departments.

While Allied Services generally subscribes to the notion of progressive discipline, the specific disciplinary action taken in each instance will be determined by the supervisor or manager responsible for imposing the discipline, who **may** take into account, among other things, the nature of the infraction, the employee's prior work record, including the number and types of prior disciplinary actions taken against him/her, and the impact of the employee's infraction on others.

In regard to discipline and or discharge of volunteers and/or student interns, the continuation of service to Allied will be determined on a case by case basis by the person responsible for monitoring and over seeing the volunteer and student interns programs.

III. RULES

A. Rules Relating To Attendance And Time On The Job:

1. Chronic absence or tardiness in accordance with Allied Services Absence Control Guidelines and Punctuality/Tardiness Control Policy.
2. Absence for two (2) consecutive working days without calling in to notify your supervisor (automatically deemed a voluntary quit).
3. Failure to return to work immediately upon the conclusion of a leave of absence (automatically deemed a voluntary quit).
4. Falsely obtaining or abusing sick leave.
5. Leaving your job early without prior authorization from your supervisor.
6. Unauthorized absence from your assigned work area.
7. Loitering, remaining at, or entering any of Allied Services premises or facilities without authorization, unless on duty, scheduled to work, visiting a patient, or on recognized official business with Allied Services.
8. Failure to properly record your own time worked.
9. Permitting or having another person record your time, or your recording or affecting the recording of the time of another employee.
10. Premature preparations to leave work or stopping work such as washing up or changing clothes before your quitting time.

B. Rules Relating To Attitude And Performance On The Job:

1. Insubordination.
2. Failure to perform your work properly.
3. Unable to meet performance or quality standards
4. Sleeping or otherwise loafing while on duty.
5. Misuse of or unauthorized operation of Allied Services property, facilities, equipment, systems or services, including but not limited to telephone, email, voice mail, internet. In addition, the use of personal telephones to make or receive calls on work time is not permitted.
6. Carelessness or negligence in your work performance.

7. Disregard of or failure to abide by applicable rules, regulations, policies, or practices.
8. Failure to cooperate with a security officer, including specifically but not limited to his inspection of a parcel or other object entering or leaving Allied Services property.

C. Rules Pertaining To Personal Conduct:

1. Abuse or inconsiderate treatment of patients, clients, or residents.
2. Rude, discourteous, inappropriate, inconsiderate or insensitive behavior toward patients, clients, residents, visitors, co-workers, or other staff.
3. Breach of confidentiality.
4. Misuse or unauthorized disclosure of any Allied Services records or patient information or the removal of such records or information from the Allied Services premises.
5. Conflicts of interest, or receiving or requesting improper remuneration (monetary or other) gifts for your services.
6. Improper appearance, uniforms, dress, or personal hygiene.
7. Smoking in any unauthorized area.
8. Gambling on Allied Services property and/or while on duty.
9. Possession of or use of an intoxicant, hallucinogenic, or narcotic while working or reporting to work under the influence of any such agent.
10. Engaging in the unauthorized sale of services, merchandise, raffle tickets, lotteries, or gambling of any form on Allied Services premises.
11. Use of obscene and/or profane language or personally insulting behavior toward anyone, at any time, on Allied Services premises.
12. Use of Allied Services telephones for personal calls without permission.
13. Engaging in behavior or behaviors that undermine a culture of safety.
14. Other misconduct.

D. Rules Relating An Employee's Actions Toward Or Affecting Others:

1. Engaging in fighting or horseplay, or intentional acts designed to harass or annoy another.
 2. Threatening, intimidating, or coercing another; inducing another to violate any federal, state, or local law or regulation, or any rule, regulation, policy, or procedure of Allied Services.
 3. Posting or removal of notices, signs, pictures, or writing in any form on bulletin boards on Allied Services property at anytime without specific authorization of the Human Resources Department.
 4. Engaging in any solicitation on Allied Services premises excepting only as specifically authorized, and noting that in all cases solicitation is completely prohibited in patient care areas.
- E. Rules Relating To Improper, Immoral, Or Illegal Acts:
1. Theft, misappropriation, abuse, misuse, or unauthorized possession or use of property belonging to Allied Services or to any employee, visitor, patient, client, or resident, including but not limited to any pharmaceutical or medication.
 2. Any conduct, on or off Allied's premises, which is illicit or immoral, or which would tend to bring disrepute on Allied Services, its staff, services, programs, or employees.
 3. The making of false or malicious statements concerning any Allied Services patients, clients, staff, or about Allied Services itself, e.g., as relating to its programs, services, or activities.
 4. Possession of any type of weapon on Allied Services premises, including but not limited to firearms of any nature whatsoever.
 5. Falsification of patient, personnel, or any other work records, or providing false or misleading information of any kind or nature whatsoever in the course of your employment.

IV. PROCEDURE

- A. Steps Of Disciplinary Action: All warnings should be addressed directly to the employee from the supervisor issuing the warning.

The following steps shall generally be followed in the imposition of discipline, in accordance with the Statement of Policy set forth in Part II above.

1. Step 1: First Warning. Issued to the employee, with a written record of it placed into his/her personnel file.
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2. Step 2: Second Warning. Same procedure as in 1 above.
 3. Step 3: Final Warning and Unpaid Suspension. Length of suspension will depend on the circumstances and the seriousness of the offense(s) which resulted in the final warning being issued. Supervisors must issue a five–shift, full work week unpaid suspension when disciplining an exempt employee.
 4. Step 4: Termination of Employment
- B. Nothing contained in this procedure is intended to or shall operate to diminish or modify in any way the absolute right of Allied Services to impose discipline for a particular infraction at any step in the progression listed above, as explained in the Statement of Policy (Part II, above). Written records of disciplinary action shall become part of the employee's permanent personnel record.
- C. Supervisors should refer any employee who they have reason to believe has personal problems affecting his/her job performance or conduct to the Employee Assistance Program (EAP). In most cases, employees will not be required to utilize EAP services. However, an employee's continued failure or refusal to take action to resolve a personal problem affecting his/her job performance or conduct will result in appropriate disciplinary action and referral. Participation in the EAP in no way relieves the employee of the responsibility to meet acceptable conduct, attendance, and work performance standards. (Refer to Policy #3.16, Employee Assistance Program Policy, for further details.)
- D. Allied Services may have certain reporting obligations to either state boards, for employees who maintain professional licenses (i.e. PT, OT, RN, etc.), or to the department of health, for employees enrolled in the state nurse aide registry. Should an employee receive disciplinary action or be discharged due to a violation of his/her professional practice act, inappropriate behavior, fitness for duty, etc., Allied Services, will report the information, when applicable, to the appropriate governing body.

A report to the appropriate governing body will be filed when the reason for discipline warrants such action. Laws and practice acts will dictate the types of reports filed and under what circumstances. Because each governing body's reporting requirements may be different, a human resources department representative shall contact the appropriate governing licensing board to discuss reporting obligations based on each specific situation. The Medical Staff By-Laws and rules and regulations will provide guidance for the reporting of licensed and independent practitioners.