

19-717 DISCIPLINARY ACTIONS

SCOPE AND PURPOSE

This Regulation governs the administration of progressive discipline for employees in full-time equivalent (FTE) positions.

19-717.01 STATEMENTS OF POLICY

- A. The Office of Human Resources (OHR) shall develop a progressive discipline model policy to assist an agency in its policy development. The Office of Human Resources must review and approve each agency's progressive discipline policy.
- B. Each agency shall develop a progressive discipline policy and establish procedures that will ensure timely and equitable treatment of employees' behavioral deficiencies and breaches of conduct.
- C. Whenever possible, coaching and counseling should precede any disciplinary action.
- D. Each agency's progressive discipline policy should provide for the following types of disciplinary actions:
 - 1. Oral Reprimand
 - 2. Written Reprimand
 - 3. Suspension
 - 4. Termination

An agency may also use reassignments, reclassifications, unclassified State title changes, and demotions as types of disciplinary actions.

- E. All suspensions shall be without pay.