POLICIES AND PROCEDURES

SUBJECT: PROGRESSIVE DISCIPLINE

ISSUE DATE: 7/11/17

SUPERSEDES ISSUE DATE: 1/3/17

Policy Title: Progressive Discipline

Policy & Procedure Statement:

Idaho College of Osteopathic Medicine’s (ICOM’s) progressive discipline policy and procedure are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. It has been designed consistent with ICOM organization values, human resources (HR) best practices and employment laws.

Outlined below are the steps of ICOM’s progressive discipline policy and procedure. ICOM reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training, the employee’s work record, the impact, the conduct and performance issues have on the organization.

Procedure

Step 1: Counseling and verbal warning

Step 1 creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of the company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem.
The supervisor will prepare written documentation of the Step 1 meeting. The employee will be asked to sign the document to demonstrate his or her understanding of the issues and the corrective action.

Step 2: Written warning

Although ICOM desires that the employee will promptly correct any performance, conduct or attendance issues that were identified in Step 1, ICOM recognizes that this may not always occur. The Step 2 written warning involves more formal documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor and a division manager or director will meet with the employee to Chief Academic Officer and the Dean of ICOM.

Appeal Process

Employees will have the opportunity to present information that may challenge information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee’s performance or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the step meetings, he/she will have five business days after that meeting to present such information.

Performance and Conduct Issues not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline, and such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be asked to sign the documentation attesting to his/her receipt and understanding of the corrective action outline in these documents.
These documents will be placed in the employee’s official personnel file, copies are not provided to the employee, unless legally required.

**Important Note:** Nothing in this policy provides any contractual rights regarding employee discipline of counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between ICOM and its employees.

Approved by:

[Signature]

7/11/17

_________________________________________  _________________________
CAO/Dean  Date