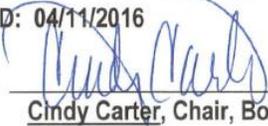


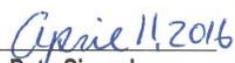
# Grant County Personnel Policy

DATE ISSUED: 04/11/2016

EFFECTIVE DATE: 04/11/2016

APPROVED:

  
Cindy Carter, Chair, Board of County Commissioners

  
Date Signed

LAST REVISED: 03/15/2016

CONTACT: Human Resources

## 1306 – The Steps of Progressive Discipline

1306.1 Outlined below are the steps of Grant County's progressive discipline policy and procedure:

- Coaching & Counseling
- 1<sup>st</sup> Warning / 1<sup>st</sup> Level
- 2<sup>nd</sup> Warning / 2<sup>nd</sup> Level
- Suspension without Pay
- Discharge from Employment

1306.2 Grant County reserves the right to apply the steps of progressive discipline in the order and manner which best addresses the situation.

1306.2.1 Steps may be combined or skipped based on the facts of each situation and the nature of the offense.

1306.2.2 An employee may be discharged for a single occurrence of behavior or violation of policy without having been previously warned or reprimanded, depending upon the severity of the offense.

1306.2.3 Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training, the employee's work record, and the impact the conduct and performance issues have on the organization.

1306.3 This process should not restrict the opportunity for less formal communication with supervisors. Grant County encourages open dialogue regarding all issues and concerns between employees and their immediate supervisor.

1306.4 In certain cases where it is necessary and appropriate to remove an employee from the workplace pending discipline and/or to conduct an investigation, the employee may be placed on Administrative Leave with or without pay. This shall be reviewed by the Human Resources department prior to implementation.