



POLICY:

Chatham Area Transit Authority (CAT) has adopted a progressive discipline policy to identify and address employee and employment related problems where appropriate. This policy applies to all employee conduct that CAT, in its sole discretion, determines must be addressed by discipline. Of course, no discipline policy can be expected to address each and every situation requiring corrective action that may arise in the workplace. Therefore, CAT takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.

Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance or violation of CAT's policies, practices or procedures. However, discipline may be issued for conduct that falls outside of those identified areas.

Equally important, CAT need not resort to progressive discipline, but may take whatever action it deems necessary to address the issue at hand. This may mean that more or less severe discipline is imposed in a given situation. Likewise, some CAT polices contain specific discipline procedures.

Progressive discipline may be utilized with respect to an employee even when the conduct that leads to more serious discipline is not the same that resulted in less severe discipline. That is, violations of different rules shall be considered the same as repeated violations of the same rule for purposes of progressive action.

POLICY SPECIFICS:

CAT will normally adhere to the following progressive disciplinary process:

Verbal Warning

In cases of misconduct which may not be serious as a single incident but could become serious if a pattern develops, the supervisor/ manager should discuss the issue with the employee, tell the employee that the discussion is a verbal warning and document the discussion.

Written Warning

If a pattern of misconduct develops or a serious incident occurs requiring more than a verbal warning, a written warning may be utilized. A written warning should document the incident and misconduct and the reasons why the Company considers the infraction serious. Additionally, the written warning should state what the employee must do to avoid similar misconduct, and indicate that future misconduct of any sort may result in suspension or termination. Written warnings are to be maintained in an employee's personnel file.



Suspension

In some cases, while immediate discharge for repeated offenses or a single serious offense would be too severe, suspension without pay is appropriate. Unpaid suspensions should be no more than 5 days and should be discussed with the Director of Human Resources. Unpaid suspensions for exempt employees of less than 5 days are not permitted. Once the appropriate suspension document is prepared and signed, the supervisor/manager should meet with the employee to attempt to:

- Explain why the incident requires discipline, especially how the conduct is not in accordance with acceptable standards;
- Review prior disciplinary actions relating to this new discipline;
- Indicate the length of the suspension without pay; and
- Document that termination for any additional misconduct is the next step in progressive discipline. Suspension documents are to be maintained in an employee's personnel file.

Termination

If progressive discipline fails to improve an employee's conduct or another type of misconduct occurs, termination may result. All terminations must be discussed with the Director of Human Resources Director and approved by the Executive Director/Chief Operating Officer.

Again, while the CAT will generally take disciplinary action in a progressive manner, it reserves the right, in its sole discretion, to decide whether and what disciplinary action will be taken in a given situation.

APPLIES TO:

All non-union employees of Chatham Area Transit Authority.