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Applicability: All Covered DDSN State Employees

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PURPOSE

This directive establishes guidelines for disciplinary action to be taken for various types of employee work deficiencies and undesirable personal conduct. It is the purpose of this directive and the procedures outlined herein to promote an understanding of what are considered unacceptable offenses, and to encourage consistent action when applying disciplinary measures. This policy does not apply to employees who are considered to be "probationary employees" or "not covered" as defined in S.C. Code Ann. § 8-17-320. Disciplinary actions in response to performance deficiencies and conduct violations by probationary employees are subject to management's discretion. All supervisors are reminded to be consistent in the application of their disciplinary actions.

DISTRICT I

P.O. Box 239
Clinton, SC 29325-5328
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500
Whitten Center - Phone: 864/833-2733

DISTRICT II

9995 Miles Jamison Road
Summerville, SC 29485
Phone: 843/832-5576

Coastal Center - Phone: 843/873-5750
Pee Dee Center - Phone: 843/664-2600
Saleeby Center - Phone: 843/332-4104

POLICY

DDSN seeks to establish and maintain appropriate administrative procedures, rules and regulations which will provide the most efficient and effective agency operation. It is the policy of DDSN to administer disciplinary measures in a fair and consistent manner; and it is the obligation of all employees to conform to the procedures, rules and regulations applicable to their duty assignment.

COORDINATION OF DISCIPLINARY ACTIONS

The District Human Resources (HR) Director is responsible to the Facility Administrator for coordination of all disciplinary actions, and will assist with the development and communication of reprimands, warnings, and letters, etc.

Employees who are being investigated for alleged disciplinary infractions will be placed on leave without pay by the District HR Director pending the outcome of the investigation. If the allegations are not substantiated, the employee will be reinstated with back pay. Notification of suspension, demotion and dismissal will be signed by the District HR Director. All disciplinary actions will be forwarded from the supervisor to the District HR Director for coordination with the DDSN HR Director prior to communicating with the affected employee. Suspensions of FLSA "Exempt" employees will require verbal approval of the DDSN HR Director. All suspensions without pay shall be effective on approval of the action, with the days of suspension being consecutive.

GUIDELINES

For a minor conduct violation, an employee should be orally admonished (oral reprimand). A record of this action, the "Report of Counseling Conference," (sample attached) should be maintained by the supervisor and is made a permanent part of the employee's personnel record. Repetitions of the offense may be followed by a written reprimand, suspension, dismissal, transfer, demotion or other appropriate action. For a serious offense such as inappropriate interactions with a consumer, the appropriate disciplinary action is termination of the employee.

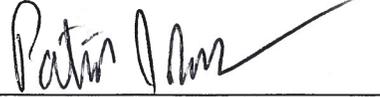
The attached "Guidelines for Employee Progressive Disciplinary Action" is to be used as a tool and is not intended to be all-inclusive. Management is not strictly bound by the list. It should be realized that it is most difficult to assign a degree of severity to many of the examples given. Disciplinary actions are subject to management's discretion. It should be emphasized that in some situations, dismissal may be appropriate depending on the severity of the action and the circumstances involved - even for a first offense occurrence.

Violations are not restricted to the examples listed. In all cases the supervisor must rely on his/her judgment and experience in arriving at the appropriate disciplinary action to be taken after the particular circumstances of a case have been considered.

This directive establishes DDSN policy and supersedes facility policies which may be in conflict with the above.



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Associate State Director-Policy
(Originator)



Patrick J. Maley
Interim State Director
(Approved)

To access the following attachments, please see the agency website page "Current Directives" under this directive number at <http://www.ddsn.sc.gov/about/directives-standards/Pages/CurrentDDSNDirectives.aspx>.

Attachment A: Guidelines For Employee Progressive Disciplinary Action
Attachment B: Report of Counseling Conference

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