



# Pinion Pine Fire District

## Standard Operating Procedure

<b>Policy Title:</b>	<b>Disciplinary Action</b>	<b>Created:</b>	<b>2003</b>
<b>Policy Number:</b>	<b>110.10</b>	<b>Revised:</b>	<b>December 2018</b>
<b>Section:</b>	<b>Admin</b>		

**Purpose:** *To ensure a safe and professional work environment*

**Scope:** *All Employees*

It is the policy of the Pinion Pine Fire District to provide a work environment that encourages freedom of thought, expression and conduct, as long as these actions support our mission and are consistent with our efforts to provide excellent public service. It is also our policy to provide a safe, harmonious and positive environment that enhances career development.

Accordingly, the fire district shall approach member performance deficiencies in a positive and supportive way, geared toward helping the member achieve success with improvement efforts. However, there may be time when performance and conduct may require some form of corrective or disciplinary action to achieve these ends.

It shall be the responsibility of the Fire Chief, with the authority empowered to the Chief by the Fire District Board, to maintain discipline and administer disciplinary actions equitably. Every reasonable effort will be made to make disciplinary action a positive and corrective experience.

- **Admonishment:** Verbal reprimand to a member concerning misconduct or inadequate performance.
- **Official Reprimand:** Formal written notice to a member concerning significant misconduct, inadequate performance or repeated infractions of a lesser nature.
- *Three written notices within a three month time period will result in a pay step decrease for up to six months and place the employee in a "probation" status.*



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- **Probation:** An employee's status upon being hired or after receiving three written reprimands in a three month period. While in this status, the employee is under a zero tolerance rule and may be suspended or dismissed for further violations.
- **Suspension:** A designed absence from duty which may be imposed for violating the operating standards, policies and procedures, administrative directives of the fire district or breaches of good order and discipline. **NON PAID**
- **Dismissal:** Most Severe

Complaint and grievance process:

1. Discuss with the Fire Chief
2. Appeal to the Fire Board