

**Agency Name**  
**Transit Policies and Procedures**

<b>Subject</b>	Disciplinary/Grievance Procedures
<b>Section</b>	Personnel
<b>Effective Date</b>	
<b>Approved By</b>	
<b>Approval Date</b>	

**Purpose**

Establish the consequences for poor employee performance and/or behavior.

**Definitions**

*Unacceptable behavior:* Conduct not conducive to the standards of ethical, professional, or moral activities as defined in the Agency Code of Ethics.

*Verbal warning:* A documented conversation where an employee is counseled on behavior deemed to be unacceptable by a Supervisor or Director within the organization.

*Written warning:* A documented written report where an employee is counseled on repeated instances of unacceptable behavior as reported in a previous verbal warning.

*Final warning:* A documented written report where an employee is counseled on continued instances of unacceptable behavior as reported in a combination of a previous verbal warning and one or more written warnings.

*Dismissal:* Termination of employment due to excessive documented instances of unacceptable behavior reported in a combination of verbal, written, and final warnings.

**Procedure**

Develop a written process to address disciplinary issues. The following steps should be considered for inclusion in the discipline process.

- Colleague reports unacceptable behavior to Supervisor.
- Supervisor reports unacceptable behavior to Transit Director.
- Supervisor issues verbal warning to employee.
- Supervisor reports repeated instances of unacceptable behavior to Transit Director.
- Supervisor and Transit Director issue written warning to employee.
- Supervisor reports continued instances of unacceptable behavior to Transit Director.
- Transit Director drafts final warning with the assistance of Supervisor and/or Human Resource Department.
- Transit Director issues final warning to employee.
- Supervisor reports additional instances of unacceptable behavior to Transit Director.

This policy or procedure is intended to be used as an example. It should be customized to each transit agency. Review by a legal expert is recommended.

- Transit Director dismisses employee and employment is terminated.

Certain circumstances may result in the immediate termination of an employee, such as, but not limited to the following:

- Physical assault of any employee, passenger, or other person on agency property.
- Use of any Agency owned property to conduct illegal activity.
- Theft or vandalism of any Agency owned property.
- Use of the Agency name for fraudulent activity.
- Possession of a weapon or illegal drugs.

### **Responsibilities**

The Human Resource Department is responsible for developing this policy. All employees are responsible for notifying Supervisors of unacceptable behavior. The Transit Director and Supervisors are responsible for ensuring all disciplinary actions are performed in accordance with the policy.