



## **BOROUGH OF HANOVER**

**ADOPTED MAY 26th, 2021**

### **DISCIPLINARY POLICY**

Borough of Hanover employees are expected to conduct themselves in a responsible manner, following established policies and procedures, and ensuring safe and efficient operations. All violations of policies and work performance issues will be subject to disciplinary action, applied fairly and consistently to all employees according to a progressive disciplinary plan. A progressive disciplinary plan is designed to encourage the employee to conform to established standards of performance or conduct. Progressive discipline shall be followed when practicable; however, the Borough reserves the right to exercise discretion in discipline by combining or skipping steps depending on the circumstances of each situation and the nature of the offense.

This policy is applicable to all Borough of Hanover employees who are not subject to civil service regulations. If any part of this policy does not align with the discipline procedures contained within an applicable union contract, the collective bargaining agreement shall prevail. Members of a collective bargaining unit have the right to request union representation in any discussions that may lead to disciplinary action; this is known as the employee's "Weingarten right." A union-covered employee or the union itself can protest a disciplinary action they feel is improper by filing a grievance in accordance with the provisions contained in the applicable collective bargaining agreement.

First violation – Counseling/Verbal Warning: The employee will be counseled and issued a verbal warning by the immediate supervisor. The supervisor will bring attention to the issue and provide specific guidelines the employee will follow to resolve the problem. A record of the date, time, reason for disciplinary action, and corrective action to be taken shall be maintained in the employee's personnel file. Verbal warnings greater than one year old will not be considered when imposing additional discipline, but the record of such verbal warnings will remain in the employee's personnel file.

Second violation – Written Reprimand: When an employee's misconduct is more serious or a prior verbal warning has failed to result in improved behavior or performance, a written warning will be issued to the employee, with reference to the initial verbal warning, if applicable, by the immediate supervisor and Human Resources. The employee will be informed of possible further disciplinary action if the issue continues, including suspension without pay or termination. A copy of the written warning will be placed in the personnel file and provided to the employee.

Third violation – Suspension: When an employee's misconduct is very serious or prior written and/or verbal warnings have failed to result in improved behavior or performance, written disciplinary notice will be issued to the employee, with reference to all prior related disciplinary action, by the immediate supervisor and Human Resources, and the employee will be placed on suspension from work without pay for up to five (5) consecutive days. A copy of the disciplinary notice will be placed in the personnel file and provided to the employee.

Fourth violation –Termination: This is the final step of progressive discipline or perhaps the first and only appropriate step for serious offenses. Termination letters, which address all necessary separation details, are prepared by Human Resources and provided to the employee by the immediate supervisor. A copy of the termination letter is permanently kept in the personnel file.

## RESPONSIBILITIES

Employees are expected to:

- Be aware of and fulfill expected work performance standards.
- Interact with co-workers, managers, and the public in a respectful and responsible manner.
- Adhere to all current Borough policies, and new policies as they are developed, posted, and acknowledged.

Supervisors/Department Heads are expected to:

- Advise employees of expectations for conduct and performance.
- Manage employees effectively by providing ongoing feedback on work performance and conduct.
- Promptly inform and consult with the Human Resources Manager of all disciplinary actions, beyond Counseling/Verbal Warning.
- Ensure that this policy is enforced in a fair and consistent manner in consultation with the Human Resources Manager.

Human Resources Manager is expected to:

- Advise and consult with Supervisors/Department Heads with respect to any disciplinary matters.
- Promptly inform and consult with the Borough Manager of all disciplinary actions, beyond Counseling/Verbal Warning.
- Assure appropriate documentation is maintained in employees' personnel files.
- Assist all employees in understanding policies and procedures related to the disciplinary process, including training.
- Provide policy interpretation and guidance as needed, and especially before any severe disciplinary action is taken or recommended.