

# Cornerstone Behavioral Healthcare

## PM.18 Disciplinary Action

It is the responsibility of all employees to observe the policies and procedures necessary for the proper operation of Cornerstone Behavioral Healthcare (CBH). Supervisors are responsible for the proper and efficient operation of their departments and for enforcing all policies and procedures, and are authorized to apply such disciplinary measures as may be necessary.

Disciplinary action will be imposed upon an employee for conduct that violates established policies and procedures. The type of disciplinary action taken will vary with the severity of the situation but may include the following procedures:

- **Discussion:** Suggest to the employee the corrective action to take and complete a supervisory note for the file
- **Verbal Warning:** Inform the employee of such lapses and document the verbal warnings
- **Written Reprimand:** A memo for record will be made, and documentation of the action taken will be placed in the employee's personnel file with written expectations of improvement within a specified and documented period of time
- **Suspension With or Without Pay:** Employee will be barred from work with or without pay, depending on the nature and severity of the offense for a period up to three (3) workdays
- **Discharge:** Termination of employment

While most problems can be resolved through the corrective discipline process, some violations are clearly unacceptable and may require immediate termination. The following, not necessarily all-inclusive, are examples of some behaviors that may warrant immediate termination of employment:

- Unlawful possession, solicitation, trafficking or illegal use of alcohol, illegal drugs, or controlled substances on company premises or property; reporting to or attempting to work under the influence of alcohol or illegal drugs; allowing work to be affected from the effects of such drugs, alcohol, or controlled substances
- Violation of CBH's Equal Employment Opportunity Policy
- Deliberate verbal and/or physical abuse toward others
- Sexual harassment
- Negligence, omission to act, willful misconduct, or recklessness resulting in damage to company property, financial loss to CBH, or injury to others
- Pilferage or unlawful use of money, property, or time by an employee or through an accomplice, and/or knowledge of such acts without notifying management
- Smoking in a non-designated area after having been previously disciplined for such action
- Possession of firearms or explosives of any kind on company property, including parking lots
- Fighting during the employee's work hour, on premises, including parking lot
- Violation of established safety practices, which put a client or employee at risk
- Failure to report an accident
- Any intentional act intended to deceive a client
- Any act intended to deceive or defraud CBH or DHHS
- Unauthorized use of company property (i.e. machines, desks, office supplies, company vehicles, books, etc.)
- Unauthorized use of petty cash, regardless of the reason


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- Repeated money-handling infractions, such as mishandling funds or not securing client's financial resources (i.e. food stamps, petty cash, checks)
- Insubordination
- Any violation of client rights
- Violation of applicable code of ethics for employee's profession

Other behaviors, depending on the severity and continuance of the offense, will be subject to corrective disciplinary procedures up to and including termination. The following is a list of such behaviors, and is not meant to be all-inclusive:

- Excessive absenteeism and tardiness with or without acceptable excuses
- Unauthorized use of company phone, internet, or other resources
- Leaving work early without permission (chronic and irresponsible)
- Leaving company premises during scheduled work time without permission
- Taking excessive breaks
- Malingering or loitering on the job or intentional neglect of work responsibilities
- Intentional interference with or rights of other employees
- Repeated unsatisfactory work performance
- Failure to follow CBH policies and procedures
- Going in to work without authorization when CBH is officially closed
- An unacceptable safety/accident record
- Rudeness to clients and/or other service providers
- Gambling during work hours
- Unprofessional conduct
- Repeated failure to complete paperwork within mandated time frames

  
Executive Director/CEO

LCR

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Date