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## **PARDON AND PAROLE BOARD**

### **Policy 113 – Progressive Discipline**

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#### **POLICY**

It is the policy of the Pardon and Parole Board (PPB) to utilize the progressive discipline process to address any informal or formal action to correct infractions of statute, rule, policy, practice, or procedure regarding work performance or behavior by employees. Progressive discipline is designed to ensure not only the consistency, impartiality, and predictability of discipline, but also the flexibility to vary penalties if justified by aggravating or mitigating conditions. Although any disciplinary processes can usually be avoided by strengthening communication between supervisors and employees, supervisors shall apply progressive discipline as a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues.

Typically, progressive discipline penalties range from verbal warning to discharge, and occurs in three steps. Absent mitigating circumstances, repetition of an offense is accompanied by a generally automatic progression to the next higher level of discipline. Based on relevant circumstances, a single incident may justify a higher step of discipline without proceeding through lower steps of discipline.

Step one is employee engagement, and may include steps of warning, discussion, corrective interview, coaching, counseling, oral reprimand or a Letter of Concern. This phase may serve to streamline the progressive discipline process and to bring potential problems to an employee's attention before it escalates.

The second step includes disciplinary actions with complaint rights, and may include written reprimand, suspension without pay, and involuntary demotion. Disciplinary action documentation shall include a citation of any other discipline which was used in the decision to administer disciplinary actions with complaint rights. The employee shall be provided the opportunity to respond in writing.

The third step is the ending of the employee/employer relationship. In accordance with Civil Service Rule 260:130:27-5, the employee will receive written communication including the reason for termination, as well as information regarding the employee's right to file a complaint with the Civil Service Division.

This policy applies to all employees unless expressly exempted by statute. All necessary documentation will be maintained in the employee disciplinary file. This policy is not intended to provide any contractual obligations related to continued employment, compensation, or employment contract.

Established: June 13, 2016  
Amended: March 7, 2022