

POLICY - 2.9.2 - APPLICATION OF PROGRESSIVE DISCIPLINE
SCOPE - ALL EMPLOYEES AND PERSONNEL

The Fire Chief may, at his/her discretion, and in accordance with procedures as set forth in this policy, take disciplinary action against any employee or volunteer, up to and including termination of employment or department participation, for any reason as established in Policy 2.9.1 under the paragraph titled Grounds for Discipline.

VERBAL COUNSELING: For performance deficiencies, personnel will normally be verbally counseled once prior to receiving written counseling or a warning. A supervisor may or may not choose to make the imposition of a verbal warning part of the individual's personnel file.

WRITTEN COUNSELING OR WARNING: A written counseling or warning shall be included as part of the individual's personnel file by the supervisor.

TEMPORARY PAY REDUCTION: When appropriate, an employee's pay may be temporarily reduced in lieu of suspension. This step may only be applied by the Fire Chief, or in the event that the action is directed toward the Fire Chief, by the Board of Directors. Documentation of this action shall become a part of the individual's personnel file.

SUSPENSION: An individual may be placed on suspension of duties and privileges by their supervisor. The duration of the suspension will be based upon the severity of the infraction. All suspensions shall be approved by the Fire Chief or designee in the absence of the Fire Chief. Documentation of the suspension shall become a part of the individual's personnel file.

DEMOTION: Rank is deemed an earned privilege and may be reduced by an individual's superior as may be appropriate. All demotions shall be approved by the Fire Chief or designee in the absence of the Fire Chief. Documentation of the demotion shall become a part of the individual's personnel file.

DISCHARGE/TERMINATION: This step is only to be used whenever other means of correction have been exhausted or whenever the infraction is of such a nature that there is truly no other recourse. A supervisor may recommend discharge of an individual, however, the Fire Chief is the only authority who may enact the termination procedures. The only exception to this rule is under the discharge of the Fire Chief wherein the Board of Directors is the only authority to enact termination procedures.

The Fire Chief, or designee, shall notify the Board of Directors, in writing, of all

disciplinary actions that involve; temporary pay reduction, suspension, and demotion. In the case of discharge/termination, the Fire Chief shall notify the Board of Directors, in writing, prior to taking any action.