

|  |  |  |  |
| --- | --- | --- | --- |
| Section: Human Resources 101.00 | | | |
| SOP # 101.08 | Subject: Disciplinary Action | | Page: 1 of 1 |
| Effective: 02/17/2022 | | Authorized: Tiffany Lamp- Asst. Director | |
| Revised: | | Authorized: | |

Rural Pope County Emergency Medical Services

Standard Operating Procedures

101.08.01 Purpose

The purpose of this SOP is to provide employees of Rural Pope County Emergency Medical Services with information on the procedure of disciplinary action followed by the service.

101.08.02 Applicability

This SOP is applicable to all personnel.

101.08.03 Definitions

Verbal Warning- A first offense disciplinary action consisting of a verbal conversation with administration, a paper will be signed by the employee confirming and admitting to having and understanding this conversation.

Written Warning- A warning that will be written on paper and will be held in your file for one year, if no further disciplinary action occurs this will be removed from the employees file after a year of placement.

Final Warning- A warning just as the written warning consisting of information from administration that a further warning will result in termination.

Suspension- A period of forced absence from the department as a result of either disciplinary action or non-compliance by the employee to keep up with required education and licensures.

101.08.04 Policy

An Employee will receive only three write-ups/warnings prior to termination of employment from Rural Pope County Emergency Medical Services.

1. The employee will be given a Verbal warning.
2. The employee will be given a Written Warning
3. The employee will be given a Final Warning.
4. The employee will be terminated from employment by Rural Pope County Emergency Medical Services.

Any member of administration has the right and ability to enforce and deliver warnings to field employees.