

# State Human Resources Policy # E24-108.01

## Progressive Discipline Policy

**The language used in this document does not create an employment contract between the employee and the Agency. This document does not create any contractual rights or entitlements. The Agency reserves the right to revise the content of this document, in whole or in part. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the terms of this paragraph create any contract of employment.**

### **DEFINITIONS**

Agency – The South Carolina Military Department/Office of the Adjutant General

**Note:** This Progressive Discipline Policy does not apply to probationary employees who may be disciplined at the Agency's discretion. Temporary employees, temporary grant employees, time-limited project employees, and other employees exempt from the State Employee Grievance Procedure Act will be disciplined in accordance with this Policy; but do not have grievance rights per the State Employee Grievance Procedure Act.

### **POLICY**

1. The managers and supervisors of the South Carolina Military Department will administer disciplinary action in an equitable manner.
2. The State HRO will post this policy in such a manner as it is available to all State employees, provide a copy of this procedure to all State employees as a part of their in-processing, or provide a copy of this procedure as requested
3. Managers and supervisors will consider the circumstances surrounding an offense (e.g., severity of the offense, previous offenses, repetitiveness, previous counseling, etc.) to determine or recommend the actions to be taken.
  - a. Informal counseling or an oral reprimand is normally sufficient for the first occurrence of a minor offense.
  - b. Repetition of minor offenses or the first occurrence of a more severe offense should result in a written reprimand.
  - c. Further repetitions of the offenses or the first occurrence of a very serious offense should result in suspension, reassignment, demotion, termination, or other appropriate action.
4. Records of Actions
  - a. The Supervisor or manager will prepare a record of the informal counseling or an oral reprimand with the employee's and the supervisor or manager's signatures, and maintain a copy of the documentation at the department or program level.
  - b. The Supervisor or manager will prepare a record of all written reprimands and/or disciplinary actions, and will forward a copy of the written reprimands and/or disciplinary actions, with supporting documents, through their Chain of Command to the South Carolina Military Department's State Human Resources Officer (HRO).
    - (1) The State HRO will review and place the documents in the employee's personnel file.

(2) The written reprimands and disciplinary actions must be signed by the employee as having been received and understood, or witnessed as to the employee's refusal to sign/acknowledge.

5. Authorities

a. Department Heads and Program Mangers and below have the authority to administer discipline up to and including written reprimands.

b. Department Heads and Program Mangers have the authority to administer suspensions and reassignments after review of the supporting documentation by, and with the advice and recommendations of, the State HRO.

c. The Deputy Adjutant General for State Operations or his designated representative must pre-approve all demotions and terminations.

6. Supervisors and managers will address job performance related issues utilizing the processes and procedures as outlined in Employee Performance Evaluation System (EPES) Policy (State Human Resources Policy #E24-106.01).

7. The State HRO will review all progressive discipline action to ensure supervisors are being consistent in disciplinary action against employees involved in similar situations, and the Agency and subordinate organizations are in compliance with State and Agency policies and procedures.

**PROCEDURE**

1. The following steps should be followed in cases with a recommendation of suspension or reassignment.

a. The immediate supervisor initiating the action must complete and present a Disciplinary Report (see attachment) stating the facts surrounding the incident to the Department Head or Program Manager.

b. The Department Head or Program Manager will submit the disciplinary report, the supporting documentation, and the disciplinary recommendation to the State HRO or their designee.

c. The State HRO or their designee will review the information and advise the Department Head or Program Manager as to the adequacy and or appropriateness of the recommended actions.

d. The Department Head or Program Manager will forward a copy of the final action and all supporting documents to the State HRO who will review and place the documents in the employee's personnel file.

e. The employee may attach additional comments to any disciplinary action.

2. The following steps should be followed in cases with a recommendation of demotion or termination.

a. The immediate supervisor initiating the action must complete and present a Disciplinary Report (see attachment) stating the facts surrounding the incident to the Department Head or Program Manager.

b. The Department Head or Program Manager will submit the Disciplinary Report, the supporting documentation, and the disciplinary recommendation to the State HRO or their designee.

c. The State HRO or their designee will review the information and advise the Deputy Adjutant General for State Operations or his designated representative as to the adequacy and or appropriateness of the recommended actions.

d. The State HRO will advise the Department Head or Program Manager as to the decision of the Deputy Adjutant General for State Operations or his designated representative. If action is to be taken, it will be taken under the authority and signature of the Adjutant General or his designee and the Program Manager initiating the disciplinary action.

e. The Department Head or Program Manager will forward a copy of the final action and all supporting documents to the State HRO who will review and place the documents in the employee's personnel file.

f. The employee may attach additional comments to any disciplinary action.

3. Supervisors may use the following list of specific offenses and recommended range of disciplinary actions as a guide. The list is not intended to be all-inclusive nor directive. Supervisors should determine/recommend the appropriate discipline after considering the specific incident and the mitigating or extenuating circumstances of the case. The referenced State and Federal laws are not all-inclusive in administering discipline.

Offense	Range Of Disciplinary Actions
Abuse of leave	Oral Reprimand to Termination (Refer to Family and Medical Leave Act and Americans With Disabilities Act)
Conviction of up to a felony which adversely reflects on an individual's ability or suitability for continued employment	Termination
Defacing State property	Written Reprimand to Termination
Destruction or willful misuse of property or equipment	Written Reprimand to Termination
Discourteous treatment of visitors and/or customers	Oral Reprimand to Termination
Drinking alcoholic beverages on the job	Termination - Refer to the SC Code of Laws, Section 8-11-110 (Act on Alcoholism)
Excessive absenteeism	Used for employees, who become unreliable because of frequent absenteeism. Termination should be preceded by oral counseling in an attempt to inform the employee of the problem. (Refer to Family and Medical Leave Act and Americans With Disabilities Act)
Excessive use of telephone for personal matters	Oral Reprimand to Termination
Failure to maintain satisfactory or harmonious working relationships with employees or supervisors	Oral Reprimand to Termination
Falsification of records or documents	Suspension to Termination
Habitual tardiness or failure to observe assigned work hours	Oral Reprimand to Termination
Harassment	Written Reprimand to Termination (Refer to Workplace Environment/ Workplace Harassment or Discrimination Policy)

Offense	Range Of Disciplinary Actions
Horseplay	Oral Reprimand to Termination
Improper conduct or conduct unbecoming a State employee	Written Reprimand to Termination
Insubordination	Oral Reprimand to Termination
Interference with other employee's work	Oral Reprimand to Termination
Leaving work station without authorization	Oral Reprimand to Termination
Loafing	Oral Reprimand to Termination
Malicious use of profane/abusive language to others	Oral Reprimand to Termination
Negligence	Oral Reprimand to Termination
Possessing or using illegal drugs on the job	Termination
Reporting to work under the influence of alcohol	Suspension to Termination (Refer to the SC Code of Laws, Section 8-11-110 (Act on Alcoholism))
Reporting to work under the influence of drugs	Suspension to Termination
Sexual harassment	Written Reprimand to Termination (Refer to Workplace Environment/ Workplace Harassment or Discrimination Policy)
Sleeping while on duty	Written Reprimand to Termination
Stealing	Termination
Unauthorized distribution of written or printed material of any kind	Written Reprimand to Termination
Unauthorized leave	Written Reprimand to Termination
Unauthorized possession of firearms on the job	Termination
Unauthorized solicitation or sales on State premises	Oral Reprimand to Termination
Unauthorized use of State equipment or property	Oral Reprimand to Termination
Workplace Violence	Termination (Refer to Workplace Violence Policy)
Willful false statements to a supervisor	Suspension to Termination
Willful violation of written rules, regulations or written policies	Oral Reprimand to Termination
Working on personal jobs during work hours	Oral Reprimand to Termination