Policy Title: Workplace Discipline
Policy #

Policy Owner: Chief Executive Officer
Approval Authority: EMSA Compliance Committee
EMSA Board of Trustees

Policy Category: Human Resources

CURRENT EFFECTIVE DATE: 01/27/2021	Policy Origination Date: 01/27/2021
	Last Revision Date: N/A
	Date of Last Legal Review: 01/2021
Related Policies: Additional Resources:	

1. Purpose

This policy established the progressive discipline process and the associated disciplinary or corrective actions utilized to address and/or correct performance, behavioral problems, and/or concerns, as well as to support Team Member success and productivity within the organization. Progressive discipline, disciplinary actions, and corrective actions detailed herein are merely a guide for possible consideration, and the use of such steps or actions is in the sole discretion of EMSA.

This policy does not change the EMSA Team Members' employment "at-will" status as provided in the EMSA policies.

2. Scope

This policy applies to all EMSA Team Members.

3. Terms/Definitions

A. Disciplinary Actions – Actions taken in response to misconduct, that may occur while at work, or could occur outside the workplace rule or policy violations, or poor performance.
B. Progressive Discipline – Is a progression of disciplinary actions with escalating consequences for Team Members used to correct performance, behavioral problems, and/or concerns and to provide an opportunity to improve.
C. Corrective Actions - Corrective actions are the steps taken to communicate and support Team Members in efforts to improve work related behavior or performance and assist in helping Team Members understand and meet performance standards.

4. General Policy Parameters

A. All Team Members are expected to meet performance standards and conduct themselves professionally and appropriately or progressive discipline, corrective actions or immediate termination may occur.

B. The decision to use progressive discipline, implement corrective actions, or immediately terminate a Team Member is the sole discretion of EMSA.

C. In the way of example only and without limitation, actions that may result in discipline or termination include the following:
- Behaviors inconsistent with, in direct conflict of, or in violation with EMSA's Code of Conduct.
- Failure to follow prescribed work procedures, company policies, or protocols.
- Violation of EMSA's Conditions of Employment.
- Refusal to comply with instructions from supervisors.
- Conduct endangering the safety of the Team Member or co-workers.
- Conduct endangering the safety of patients.
- Falsification of records, reports, documentation, or other organizational data or information.
- Illegal, unacceptable, or improper behavior.
- Harassing or disruptive behavior.
- Failure to meet performance standards.
- Misuse or unauthorized use or disclosure of confidential information
- Misuse of company property or unauthorized personal use of company property

D. Team Members have a duty to report any violations of misconduct to their immediate supervisor, Human Resources, or as sited in the EMSA Code of Conduct.

4. Procedures

A. Supervisors are responsible for providing an accurate and objective assessment of Team Member performance and/or behavior prior to issuing/implementing formal disciplinary and/or corrective actions with a Team Members.
   a. The assessment and documentation must be based on factual evidence and not assumptions. Documentation can include the supervisor's direct observations or direct observations of third parties reported to EMSA.

B. Corrective actions will be issued to a Team Member as soon as possible after a prompt and thorough investigation or such other reasonable amount of time based on the circumstances from the date that the after a report is made to the Team Member's supervisor, Human Resources Director, or as provided in the EMSA Code of Conduct of the incident, action, or occurrence.

C. The following disciplinary actions can be implemented at the discretion of EMSA Administration and/or designated supervisory/management positions, and need not be progressive:

1. Documented Counseling – Informal oral counseling a team member about a policy violation that, in the context of a first offense, is minor in nature.

2. Written Warning - Formally counseling, in writing, a team member about a violation of policy that could result, if repeated, in a Last & Final Warning or Termination shall be placed in the Team Member's personnel file.

3. Last & Final Warning - Formal counseling of a team member, in writing, about a serious violation of policy involving the safety of the team member, coworkers, patients, or the public; or the repeated violation policies or procedures and shall be placed in the Team Member's personnel file.

D. Performance improvement plans issued to team members shall be placed in the Team Member's personnel file upon completion.

E. Immediate Discharge and Termination

1. In circumstances where it is deemed necessary or appropriate to immediately terminate a team member's employment, previous warnings need not have been given to the team member.

F. Appeals Process

1. Team Members may contest disciplinary action taken against them by submitting a written appeal to either EMSA's Chief of Operations or Chief Compliance Officer within 14 calendar days of the date the action was issued.
   a. When disciplinary action involves the care, safety, and welfare of patients, the appeal must be submitted as above, as well as to the Office of the Medical Director in accordance with the published Medical Control Professional Review Action procedures.

2. If the Team Member is not satisfied with the decision of the appeal, they may escalate the appeal, in writing, to EMSA's Chief Executive Officer.