



Human Resource Policy Manual

Subject: Discipline and Work Rules Policy

HR Policy: 410

Effective Date: 05/01/05

Board of Directors Approval: 03/12/05

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MSHS Policy Council Approval: 04/02/05

This Policy has been drafted as a guideline for our employees. Final interpretation of the items discussed will be governed by the applicable procedure statements and the Human Resources Department. It shall not be construed to form a contract between our employees and the operating units of Texas Migrant Council, Inc. Texas Migrant Council, Inc., reserves the right to alter, rescind, or change any part or section of this Policy unilaterally and without prior notice.

1.0 PURPOSE

This Policy provides a procedure for disciplinary action and outlines generally accepted work rules for both employees and management.

2.0 SCOPE

This policy describes Texas Migrant Council, Inc.'s progressive discipline system, explains the conditions necessary for effective discipline and defines the basic work rules for all employees.

3.0 OBJECTIVES

- 3.1** Discipline typically will be applied when an employee's conduct or actions are determined to be detrimental to the best interests of the Corporation.
- 3.2** To increase an employee's sense of job security by reassuring the individual that discipline will be applied for cause and according to accepted standards.
- 3.3** To protect employees from the unsafe actions of their co-workers, which might jeopardize their safety.
- 3.4** To assure employees that basic disciplinary procedures will be applied to all departments.
- 3.5** To give employees who violate a rule the opportunity to improve by letting them know what specific actions they should take to meet behavioral and performance standards.



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4.0 PROGRESSIVE DISCIPLINE

- 4.1** Our progressive discipline system assumes that in most cases, a discussion between an employee and his/her supervisor is sufficient to identify and correct any improper action, unsatisfactory work habit or inadequate performance. There are, however, times when such a discussion does not work or when the offense is more severe and, consequently, a more severe disciplinary measure is appropriate. While the progressive disciplinary system provides a series of well-defined steps, supervisors are not required to go through the progressive discipline procedure.
- 4.2** The Corporation reserves its rights to impose discipline beginning at any step in the procedure-up to and including termination.



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5.0 DISCIPLINARY ACTION PROCEDURE

- 5.1** Any Disciplinary Actions initiated must be reviewed and discussed with the HR Manager and next level supervisor prior to administering.
- 5.2** All supporting documentation must be attached to Disciplinary Action Form including a performance improvement plan (if needed). Records will become part of TMC employee's personnel file.
- 5.3** A TMC employee having any written warning issued to him/her will be ineligible for transfers, promotions, interview consideration, Temporary Transfer consideration, pay increases, and Staff Development funds for a period of six (6) consecutive working months (180 working days).
- 5.4** Suspensions:
- will be accompanied by Performance Action Form (PAF)
 - will be without pay.
 - will not exceed more than five (5) days.
 - caused by a licensing report, will require suspension without pay until investigation is complete.
- 5.5** President & CEO will be provided with a copy of any and all disciplinary action(s).