



**TITLE: Disciplinary Policy**

**PURPOSE:**

To ensure that Western Connecticut Health Network administers equitable and consistent discipline for the resolution of performance deficiencies, unsatisfactory performance, inappropriate conduct and inappropriate behavior.

**POLICY:**

Western Connecticut Health Network provides a system for handling disciplinary problems which encourages improved performance and conduct and in doing so may use progressive discipline. The decision on the disciplinary action will be appropriately aligned with the violation, behavior and/or history of the employee.

**PROCEDURE:**

Western Connecticut Health Network's own best interests lie in the delivery of prompt, appropriate and impartial disciplinary actions when needed. The main purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee to maintain a level of satisfactory performance.

When a potential disciplinary problem is identified, the supervisor/manager should first obtain an accurate understanding of the problem and any extenuating circumstances. The response to the employee may include, but is not limited to, counseling the employee (verbally or in writing), verbal warning, written warning, performance improvement plan, suspension and/or any other response deemed appropriate by the Network based on the specific circumstances, up to and including, immediate termination of employment.

An employee may utilize the Issue Dispute Resolution Process outlined in that policy in the event they disagree with a discipline received.

**ORIGINATOR**

**DATE OF INCEPTION**

**REVISION DATE**

**LATEST REVIEW DATE**

**APPROVED BY**

**HUMAN RESOURCES**

**02/01/1998**

**08/16/2016**

**08/16/2016**

**ADMINISTRATIVE DIRECTOR, EMPLOYEE RELATIONS & TALENT ACQUISITION**