



St. Helena Parish Hospital

“Louisiana’s First Critical Access Hospital”

Current Status: Active	Policy # HR.716.300
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Policy Area: Human Resources	Applicability: ALL ENTITIES
DISCIPLINARY ACTION POLICY	
2 PAGE(S)	

POLICY:

It is the policy of the Hospital that all employees are expected to comply with the Hospital's standards of behavior and performance and that any noncompliance with these standards must be handled timely, fairly and appropriately.

PROCEDURE STATEMENT:

St. Helena Parish Hospital and Nursing Home follows a policy of employment at-will meaning that the employment relationship can be ended by either an employee or the Hospital at any time with or without cause or notice. The Hospital at its discretion may utilize a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit, or in a non-progressive manner depending on all of the facts and circumstances including the seriousness or repeated manner of offenses.

PROCEDURE:

1. If progressive discipline is used by the Hospital, the following actions may be utilized in any order that the Hospital believes is appropriate:
 - a. If an employee has not improved a behavior after an initial Education Reminder Form has been documented and corrective action plan administered, if applicable to violation, and/or the Hospital standards of behavior or performance have not been met, the Department Director can take following action:
 - i. Meet with the employee to discuss the matter;
 - ii. Inform the employee of the detailed nature of the problem and the action necessary to correct it; and
 - iii. Complete a Disciplinary Action Form indicating that the meeting has taken place and the corrective action taken to correct it. (i.e., education, competency check-off, etc.)
 - iv. The employee documents their comments, if desired and both parties' sign and date, the form.
 - v. The form is maintained within the employee's file maintained by the Department Director and a copy is sent to the Human Resources (HR) Director.

Hospital Service District #1

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- vi. A copy of the Disciplinary Action Form is given to the employee upon request.
 - b. If there is a another occurrence after the first Disciplinary Action Form has been issued, the Department Director can hold another meeting with the employee and may use their discretion to take the following action, not necessarily in this order:
 - i. Issue a written reprimand and/or warning to the employee on an additional Disciplinary Action Form;
 - ii. Recommend termination. The supervisor should prepare a written report describing the occurrence(s), indicating the timing between the occurrences and summarizing the action taken or recommended and its justification.
 - iii. All forms and documentation are maintained within the employee's file maintained by the Department Director and a copy is sent to the Human Resources (HR) Director to be filed in the employee's permanent HR file.
 - c. If there are additional occurrences, or the termination route is followed the Department Director will notify the Hospital Chief Executive Officer (CEO) and/or the HR Director.
2. The progressive disciplinary procedures described above, may also be applied to an employee who is experiencing a series of unrelated problems involving job performance and/or behavior.
3. Examples of when progressive discipline will typically not be used are cases involving serious misconduct, such as a major breach of policy or violation of law. The CEO may suspend the employee immediately without pay during an investigation and, if appropriate, terminate the employee. An investigation of the incidents leading up to the suspension should be conducted to determine what further action, if any, should be taken. Employees suspended from work will not receive or accrue pay or any employee benefits during the suspension.
4. All disciplinary actions will normally be used when evaluating the employee.
5. In the case of poor performance, of an employee within their introductory period (1st 90 days of employment), the Department Director may terminate or extend the introductory status for a specified amount of time (not more than 30 additional days). After this time has lapsed, the Department Director will conduct a performance evaluation. If the employee's performance has not improved to specified standard, the employee will be terminated.

ATTACHMENTS: Education Reminder Form; Disciplinary Action Form

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