

Adopted: November 10, 2009

Fire Chief Jim Spiegel

DISCIPLINE

Violation of North Berrien Fire Rescue Department policies and rules may warrant disciplinary action. Forms of discipline that the District may elect to use include verbal reprimands, written reprimands, demotions, suspensions, and / or termination of employment. The system is not formal, and Fire Chief of the North Berrien Fire Rescue Board may, at its sole and absolute discretion, deviate from any order of progressive disciplinary actions and utilize whatever form of discipline deemed appropriate under the circumstances, up to and including immediate termination of employment.

The disciplinary procedures will generally follow these steps:

Step 1 – Verbal reprimand

A verbal reprimand of a repeated minor offense will occur as an initial step in the progressive discipline process. Documentation of the verbal reprimand will be entered in the personnel file.

Step 2 – Written reprimand

A written reprimand of a repeated minor offense will follow a verbal reprimand. A written reprimand may be an initial disciplinary step for a more serious violation of conduct rules and policies. This will be entered into the personnel file.

Step 3 – Suspension / Final written warning

A suspension / final written warning will follow a written reprimand. This may also be the initial disciplinary step for a major violation of conduct rules and policies. Suspension is a specified time off without pay. This will be entered into the personnel file. Any further offense will result in termination.

Step 4 - Termination

A repeated violation following step 3 in the progressive disciplinary action, will result in termination. Discharge may also be the first action for a major violation of the conduct rules and policies.

The appropriate disciplinary form will be filled out by the supervisor and shall be submitted to the Fire Chief for review.

Adopted: November 10, 2009

Fire Chief Jim Spiegel

DATE: MM/DD/YYYY

TO:

FROM:

RE: DOCUMENTATION OF VERBAL REPRIMAND

On insert date, description of the incident. This behavior, action or inaction is in conflict with list specific performance standards, rules, policy violated and is not acceptable.

? If there were previous similar incidents and this action is progressive in nature, list those incidents, including the dates and what action was previously taken. If there have been no previous incidents, there's no need to mention progressive discipline.

? Due to the seriousness of the incident and in accordance with the North Berrien Fire Rescue Department rules, regulations, personnel policies and procedures, you have been issued an Verbal Reprimand.

You may not have understood the seriousness of your actions at this time. However, it is considered to be quite serious when employees act in an unprofessional manner. We have an obligation to point out any unacceptable behavior and initiate measures to ensure that there is no further re-occurrence.

I have considered your past performance and disciplinary records, and a verbal reprimand is the most appropriate punishment for the behavior you demonstrated. Please take this opportunity to learn from a mistake, while keeping in mind that future repetitions may result in more strict discipline up to and including dismissal.

Signature

Date

Copy: Personnel File

Adopted: November 10, 2009

Fire Chief Jim Spiegel

DATE: MM/DD/YYYY

TO:

FROM:

RE: DOCUMENTATION OF WRITTEN REPRIMAND

On *insert date, description of the incident*. This behavior, *action or inaction* is in conflict with *list specific performance standards, rules, policy violated* and is not acceptable.

? If there were previous similar incidents and this action is progressive in nature, list those incidents, including the dates and what action was previously taken. If there have been no previous incidents, there's no need to mention progressive discipline.

? Due to the seriousness of the incident and in accordance with the North Berrien Fire Rescue Department rules, regulations, personnel policies and procedures, you have been issued this Written Reprimand.

You may not have understood the seriousness of your actions at this time. However, it is considered to be quite serious when employees *insert a brief paraphrase of the action / inaction*. We have an obligation to point out any unacceptable behavior and initiate measures to ensure that there is no further re-occurrence.

I have considered your past performance and disciplinary records, and a written reprimand is the most appropriate punishment for the infraction or behavior you demonstrated. Your signature below is to acknowledge receipt of this document. Please take this opportunity to learn from a mistake, while keeping in mind that future repetitions may result in more strict discipline up to and including dismissal.

Signature

Witness / Officer

Date

Date

Copy: Personnel File

Adopted: November 10, 2009

Fire Chief Jim Spiegel

DATE: MM/DD/YYYY

TO:

FROM:

RE: DOCUMENTATION OF SUSPENSION

On insert date, description of the incident. This behavior, action or inaction is in conflict with list specific performance standards, rules, policy violated and is not acceptable.

? If there were previous similar incidents and this action is progressive in nature, list those incidents, including the dates and what action was previously taken. If there have been no previous incidents, there's no need to mention progressive discipline.

? Due to the seriousness of the incident and in accordance with the North Berrien Fire Rescue Department rules, regulations, personnel policies and procedures, you have been issued this Suspension.

You may not have understood the seriousness of your actions at this time. However, it is considered to be quite serious when employees *insert a brief paraphrase of the action / inaction*. We have an obligation to point out any unacceptable behavior and initiate measures to ensure that there is no further re-occurrence.

I have considered your past performance and disciplinary records, and a suspension of **X number of days** is the most appropriate discipline for the infraction or behavior you demonstrated. Your signature below is to acknowledge receipt of this document. Please take this opportunity to learn from a mistake, while keeping in mind that future repetitions may result in more strict discipline up to and including dismissal.

Signature

Witness / Officer

Date

Date

NORTH BERRIEN FIRE RESCUE DEPARTMENT

EMPLOYEE POLICIES

Adopted: November 10, 2009

Fire Chief Jim Spiegel

Copy: Personnel File

Adopted: November 10, 2009

Fire Chief Jim Spiegel

DATE: MM/DD/YYYY

TO:

FROM:

RE: NOTIFICATION OF PRE-DISCIPLINARY HEARING

You are advised that you will be questioned regarding acts and or violations of the North Berrien Fire Rescue Department's personnel policies and procedures, standard operating guide and/or employee conduct.

Incident and Complaint: *On date, you did / failed to . . .*

Infraction: *You are in violation of, list the rule and section violated. Delete the non-applicable sections noting Department's personnel policy and procedures, standard operating guide, and/or employee policy or other document.*

Date, Time and Location of the Questioning:

? *MM/DD/YY*

? *XXXX Hours*

? *Location*

The officer in charge of the questioning will be _____, Fire Chief. Other members that will be present will be:

? *List people plus witnesses*

? *Xxx*

I hereby acknowledge receipt of this notification of disciplinary hearing

Signature Fire Chief

Date

NORTH BERRIEN FIRE RESCUE DEPARTMENT

EMPLOYEE POLICIES

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Fire Chief Jim Spiegel

Copy: Personnel File