

Nothing in this policy creates a property interest or due-process right. In order for all of us to function efficiently as a team, all employees must conduct themselves according to basic rules and good conduct. It would be impossible to cover every possible situation in work guidelines. If questions arise regarding rules or procedures that apply to a particular position, employees are encouraged to review the employee handbook, ask their supervisor, or speak to anyone in management. It will generally be the supervisor's responsibility to take disciplinary action against an employee. Our rules are designed to help us work together; they are really a matter of common sense and courtesy toward others. Of course, the supervisor will always consider the overall work record of the employee and the circumstances of each particular situation.

The Progressive Steps

1. Purpose and Philosophy

Irwin County believes in providing employees with the support and feedback necessary to succeed. The purpose of this policy is to state the County's expectations for conduct and performance and to provide a standardized process for correcting issues.

While we typically follow the progressive steps outlined below, the County reserves the right to skip steps or move directly to termination depending on the severity of the offense.

2. The Four-Step Process

In most cases, the following steps will be followed to ensure the employee has the opportunity to rectify the issue:

Step	Action	Description
Step 1	Verbal Warning	An informal meeting between the manager and employee to discuss the issue. A note of this conversation is typically kept in the manager's files.
Step 2	Written Warning	A formal document outlining the specific performance or conduct issue, the expected change, and a timeline for improvement. This is placed in the employee's permanent file.
Step 3	Final Written Warning / Suspension	A final notice that failure to improve immediately will lead to termination. This may include a period of unpaid suspension at the company's discretion.
Step 4	Termination	If the employee fails to meet the requirements of the previous warnings or commits another infraction, employment is terminated.