

PERSONNEL 3.0

Disciplinary Actions -- 3.8

Issuing Oral and Written Warnings -- 3.8.a

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Signature:



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Assistant Commissioner
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POLICY

It is the responsibility of all supervisors to maintain the proper performance level, conduct, and discipline of the employees under their supervision. When corrective action is necessary, the supervisor must administer disciplinary action in accordance with the Department of Human Resources policies and procedures.

APPLICABILITY

This policy applies to Local Health Department, Regional and Central Office personnel.

PURPOSE

To provide due process for all employees receiving disciplinary action.

PROCEDURE

When corrective action on the part of a supervisor is deemed necessary for an employee under their supervision, the supervisor must meet privately with the employee to issue an oral warning. The supervisor should record the date of the discussion and any other necessary information for future reference. The

supervisor should provide the employee with written follow-up to the discussion and should obtain the employee's signature on this document. Written follow-up to an oral warning should not be construed as a written warning as described below and should not become part of the employee's official personnel file.

If the employee's conduct/performance does not improve, the supervisor should meet with the employee to issue a written warning. Written warnings must be reviewed by the Human Resources Section of the Bureau of Health Services and other appropriate departmental staff prior to its delivery to the employee. A copy of the written warning with signatures must be placed in the employee's official personnel file in the Office of Human Resources of the Department of Health. Employees who disagree with a written warning may request a review of that warning by the agency's appointing authority or designee for this purpose. Such review should be requested in writing no later than 30 calendar days of its receipt. The request for review should include documentation of any mitigating circumstances causing the employee to believe that the warning was undeserved.

Pursuant to the severity of the employee's conduct/performance, the sequence of steps in the disciplinary process outlined above does not have to be consecutive. However, the Human Resources Section of the Bureau of Health Services should be consulted prior to this action being taken.

REFERENCE DOCUMENTS

1. Rules of the Tennessee Department of Human Resources, Chapter 1120-10-1-.7 (Progressive Disciplinary Action)
2. Rules of the Tennessee Department of Human Resources, Chapter 1120-12 (Review of Written Reprimand)

OFFICE OF PRIMARY RESPONSIBILITY

Office of Human Resources, Department of Health, (615)741-6350