

	COOK COUNTY HEALTH & HOSPITALS SYSTEM CCHHS	COOK COUNTY HEALTH & HOSPITALS SYSTEM PLAN - SUPPLEMENTAL POLICIES	
POLICY TITLE: DISCIPLINARY ACTION		PAGE 1 of 1	
Date of Approval: 06-10-2016 Effective Date: 10-17-2016	Policy Number: 02.01.15 Associated Personnel Rules: 8.01 thru 8.07	Policy Form: Disciplinary Action Form	

PURPOSE: To provide procedures for imposing Discipline that are compliant with this Policy, the CCHHS Personnel Rules and the Plan.

AREAS/EMPLOYEES AFFECTED: This Policy applies to all Departments and all Employees. If any provision in this Policy conflicts with a specific provision in any CBA, the provision in the CBA shall govern provided it does not permit or involve the use of any Unlawful Political Contact or Unlawful Political Discrimination. If any provision in this Policy conflicts with a specific provision in the Plan, the provision in the Plan shall govern.

POLICY AND PROCEDURE: CCHHS has established and will follow the Rules of Conduct contained in the CCHHS Personnel Rules when assessing the performance and conduct of all Employees. CCHHS also will apply the principles of corrective progressive discipline contained in the CCHHS Personnel Rules when disciplining Employees (unless discipline arises from Major Cause infractions as contained in the CCHHS Personnel Rules), and complete the Disciplinary Action Form documenting all steps of the disciplinary process. Additionally, CCHHS shall adhere to the Grievance/Appeals Procedure contained in the CCHHS Personnel Rules when Employees seek to appeal discipline imposed.

Documentation of Discipline. Discipline may consist of an official counseling, a verbal reprimand, a written reprimand, a suspension, and/or Termination. All Discipline must be documented using a Disciplinary Action Form, which must be signed by the Supervisor imposing or recommending the discipline and the Department Head or his or her designee. The Department Head must submit a copy of all Disciplinary Action Forms to the designated email account, discipline@cookcountyhhs.org, within five (5) days of issuing the discipline, and the EPO will have access to all discipline documentation, with copies to the CA, while acting. Prior to implementing a suspension of 10 or more days, or Termination, the Department Head must get the approval of the Chief of Human Resources or his or her designee. Once the Chief of Human Resources or his or her designee has approved a suspension of 10 or more days, or a Termination, he or she will send notice of that approval to the Department Head, with a copy to the EPO, prior to the issuance of the suspension or Termination. If a Senior Leader concludes that the continued presence of an Employee at the work location poses a threat of physical harm concerning patient or employee safety, the Senior Leader may authorize a Department Head to remove the Employee from the workplace and place the Employee on paid leave in accordance with the CCHHS Personnel Rules Section 8.04(d)3(b) (“Emergency/Investigatory Suspension”). Any Employee placed on paid leave pursuant to this Policy may apply and be considered for Positions under the Plan and this Manual; however, they may not be offered a Position prior to the resolution of the investigation related to their paid leave.

Appeal of Disciplinary Action. Appeals of Discipline shall be made in accordance with the CCHHS Personnel Rules or applicable CBA. DHR or their designee shall notify the EPO and CA, while acting, of all hearing dates relating to Discipline scheduled and rescheduled by the Employee Appeals Board (“EAB”) and 3rd Step Grievance Hearings as soon as feasible after it receives notice of such dates. The EPO and CA, while acting, may attend and monitor such hearings in order to assure compliance with this Policy and the Plan, provided that the EPO and CA shall not monitor the deliberative process of an EAB unless specifically authorized by the EAB. When available copies of transcripts, evidence and any written decisions will be made available by DHR to the EPO and CA upon request.

NPCC. All Employees involved in recommending or implementing Discipline pursuant to this Policy or an Employment Action relating to Discipline must also sign a NPCC certifying that no Political Reasons or Factors were considered.