

**BENCO**  
**Personnel Manual**

**SUGGESTED GUIDE TO DISCIPLINARY ACTION**

Open communication between employees of Benco is essential for good morale and effective working relationships. From time to time, problems arise that need to be addressed. The following options may be used when addressing certain situations that arise in the workplace. Depending upon the facts and circumstances involved in each situation, management may choose to discipline at any step. Any standard of conduct that is not addressed in any of the categories below, Benco reserves the right to place in any category that Benco deems appropriate.

<b>OPTION</b>	<b>OCCURRENCE</b>	<b>ACTION</b>	<b>SEVERITY</b>
A.	First	Discussion/Counseling Verbal Warning	<b>MINOR OFFENSES</b>
	Second	Written Warning	
	Third	Reprimand/Suspension	
	Fourth	Demotion/Termination	
B.	First	Discussion/Counseling Verbal Warning/Written Warning	<b>SERIOUS OFFENSES</b>
	Second	Reprimand/Suspension	
	Third	Demotion/Termination	
C.	First	Discussion/Counseling Verbal Warning/ Written Warning	<b>MAJOR OFFENSES</b>
	Second	Demotion/Termination	
D.	First	Termination	<b>INTOLERABLE</b>

**NOTE:** An inability rather than an unwillingness to perform satisfactorily may require modification of the above suggested steps.

<b>MINOR OFFENSES</b>	<b>OPTION</b>
1. Unexcused tardiness-Depending on circumstances and severity	A
2. Excessive absence – Exceeds norms (for operating unit or program)	A
3. Excessive sick leave – Exceeds norms (for operating unit or program)	A
4. Wasting time – Conducting unauthorized business on Benco time	A
5. Smoking in restricted areas	A
6. Other – Any other offense that may be considered minor in nature	A
<b>SERIOUS OFFENSES</b>	
1. Chronic absence-Patterns of absence well in excess.	B
2. Chronic/or illegal use of sick leave – Patterns of Monday, Friday, and the day preceding a Holiday or sickness.	B
3. Unexcused absence	B
4. Misuse of Benco or resident’s property	B
5. Sleeping on job, except when authorized	B
6. Unsafe act – Failing to work safely; endangering self or others	B
7. Disobedience/Insubordination – Failure to follow direction	B
8. Using threatening, sexually harassing, or abusive language toward a resident, supervisor or fellow employee	B
9. Performance which, after retraining, counseling, and support has occurred, does not meet the requirements of the organization	B
10. Other – Any other offense that may be considered serious in nature	B
<b>MAJOR OFFENSES</b>	
1. Falsification of work or pay records	C
2. Willful destruction of Benco property	C
3. Dishonesty	C
4. Other – Any other offense that may be considered major in nature	C
<b>INTOLERABLE OFFENSES</b>	
1. Abandonment – Unauthorized absence from the job for 24 hours or longer.	D
2. Misappropriation – Theft of Benco employee or resident property.	D
3. Bribery.	D
4. Willful conflict of interest.	D
5. Physical assault upon a supervisor, resident or another employee.	D
6. Fighting – threatening, intimidating, coercing or striking a participant in a program sponsored by Benco.	D
7. Falsification of personnel records or program/resident records.	D
8. Under the influence of drugs, alcohol, or controlled substances this also applies to prescription medication(s) being taken while at work without the supervisor’s or Director’s knowledge. The manufacture, sale, use or possession of drugs, alcohol, controlled substances or prescribed medication(s) (that have not been approved by a supervisor or Director or are not prescribed to the employee)	D
9. Other-Any other offense that may be considered intolerable in nature.	D