

Section Number: 30-6

Effective Date: January 1, 2012

Subject: Progressive Discipline

Purpose: To provide guidance to supervisors on the progressive discipline process.

If an employee is unsuccessful in meeting performance and behavior expectations after continued coaching it may be necessary to begin the process of progressive discipline. Supervisors will discuss employee progress with their Eligibility Office Manager or Regional Manager prior to contacting Management Services for potential discipline.

Once it is determined that potential discipline is necessary the Supervisor or Eligibility Office Manager will:

1. Contact Human Resource Management Services to provide an update and recommendations for a meeting with the employee. This meeting is often referred to as a “union meeting”, “pre-determination meeting” or “allegation meeting” or “investigative interview”. Click the following link for current contact information at HR Management Services:

<http://doa.alaska.gov/dop/fileadmin/HSS/hssContacts.pdf>

2. If Management Services agrees with the need complete a formal meeting a draft allegation memo will be completed by Management Services staff in coordination with the Manager/Supervisor. This memo will include the date, time, and location of the meeting.
3. Management Services the Supervisor and Eligibility Office Manager or Regional Manager will meet briefly prior to the meeting. Usually 15-30 minutes prior to the meeting scheduled with the employee.
 - a. Management services staff usually opens the meeting, completes introductions, expectations and states the allegation(s).
 - b. The Manager will usually facilitate the meeting. Management Services is willing to facilitate the meeting whenever needed. At times, some union business agents are aggressive and it is appropriate to ask Management Services to facilitate the meeting.
 - c. At any time during the meeting Management or the employee/union can request a recess to meet privately. Meetings are usually taped by the union and management services staff. Attendees are expected to keep hand written notes of the meeting. If needed, attendees can request a

copy of the recorded meeting. Usually the need for recorded copies will only be utilized in preparation of arbitration.

- d. After completion of the meeting; Management Services staff will meet with the Supervisor and Manager and discuss the outcome and next steps.
- e. A decision will be made jointly with Management Services staff if discipline is warranted or not. A formal memo will be provided to the employee communicating the results of the investigation. This memo is completed by Management Services in coordination with the Supervisor or Manager.
- f. If discipline has reached the level of dismissal, the Supervisor and Manager will work closely with Management Services staff to ensure appropriate Division and Departmental review has occurred. The Division Director is required to sign all letters of dismissal for DPA. (Director's signature is not required this has been delegated to Eligibility Office Managers and Supervisors).