

PROCEDURE # 8.25a	EFFECTIVE DATE	REVISED DATE
TITLE: EMPLOYEE DISCIPLINE	7/28/2025	
<u>ATTACHMENT TO</u>	REVIEW DATES	
POLICY #: 8.25		
POLICY TITLE: EMPLOYEE DISCIPLINE		
CHAPTER: HUMAN RESOURCES		

I. PURPOSE

Disciplinary actions are intended to correct behavior, promote accountability, and support employee development. They are applied fairly and equitably, without discrimination or bias, and in accordance with applicable laws and organizational values.

II. PROCEDURES

LRE recognizes that there are certain types of employee behaviors that are serious enough to justify either a suspension or termination of employment, without accessing a progressive disciplinary process. While it is not possible to identify every behavior that may result in disciplinary action, following are some actions that may result in immediate suspension or termination of employment:

- **Attendance and Punctuality** (e.g. excessive absenteeism or tardiness without valid reason; leaving work without permission; failure to follow call-in procedures for absences)
- **Job Performance** (e.g. insubordination or refusal to follow reasonable instructions; negligence or careless work; failure to meet performance standards or deadlines)
- **Conduct and Behavior** (e.g. disrespectful or abusive language toward coworkers, supervisors, or clients; harassment, discrimination, or bullying; threatening or violent behavior; dishonesty or falsification of records)
- **Policy Violations** (e.g. breach of confidentiality or data security policies; misuse of company property or resources; violation of safety rules or procedures; unauthorized use of company equipment or systems)
- **Substance Use** (e.g. reporting to work under the influence of drugs or alcohol; possession or use of illegal substances on company premises)
- **Legal and Ethical Violations** (e.g. theft or fraud; non-disclosure of conflict of interest; violation of laws or regulations affecting the workplace)

A. **Investigation:** Alleged misconduct will be promptly and thoroughly investigated by the employee's supervisor in coordination with the Human Resources Department.

B. **Progressive Discipline:**

When appropriate, LRE will use a progressive discipline process, beginning with verbal warnings and escalating as necessary. By applying a progressive discipline process, LRE hopes that most performance concerns can be corrected at an early stage, benefiting both the employee and the organization.

With respect to most disciplinary problems, depending on the nature and severity of the conduct, the following steps will normally be followed:

1. Verbal warning: A verbal warning will be documented by the employee's supervisor and documentation placed in the employee's personnel file.
2. Written warning: A written warning will be documented by the supervisor, signed by the employee, and documentation placed in the employee's personnel file
3. Suspension: Documentation of the suspension with details of dates of suspension, number of days, and whether the suspension is paid or unpaid will be signed by the employee and documentation placed in the employee's personnel file.
4. Termination of Employment: The employee will be informed in writing of the termination.

Although employment with LRE is based on mutual consent and both the employee and LRE have the right to terminate employment at will, with or without cause or advance notice, LRE may use progressive discipline at its discretion.

C. **Communication**: The employee will be informed of the findings and the disciplinary action.

D. **Corrective Action**

Corrective action is taken in response to a rule infraction or violation of agency policies and will continue until the violation or infraction is corrected. Corrective action may include any of the following: verbal warning, written warning, written suspension, or discharge. LRE may establish other/additional sanctions or terms for performance correction or improvement. LRE considers some violations as grounds for immediate dismissal, including, but not limited to:

- violation of LRE [Policy 8.3: Discrimination/Harassment](#)
- insubordinate behavior, theft, destruction of agency property, breach of confidentiality agreement, untruthfulness about personal background or threats of violence, abuse, or violation of the remote work agreement, among others.

Employees charged with an infraction that is subject to corrective action may appeal that corrective action. An appeal must be submitted in writing to the CEO. If, after reviewing the corrective action, CEO, in consultation with the Professional Employer Organization (PEO,) determines that the procedures were followed accordingly, the corrective action will stand. If it is determined that LRE procedures were not followed, the action may be altered or reversed. The decision of the CEO is final.

III. CHANGE LOG

Date of Change	Description of Change	Responsible Party
7/28/2025	NEW Procedure	Human Resources