

Clinton Regional Hospital	Policy and Procedures	NUMBER
	MANUAL: Human Resources All Staff	EFFECTIVE DATE: 01/15/2023
	SUBJECT: Discipline and Termination of Employment	REVISED REVIEWED

- Discrimination/Harassment of employees, patients, or Facility visitors.
- Disruptive and Intimidating Behavior.
- Unprofessional or unethical conduct
- Excessive Absenteeism or Tardiness
- Gambling or playing games of chance on Facility property.
- Failure to complete a required orientation or refusal to complete mandatory re-orientation.
- Violation of the Compliance Program, including the Code of Conduct and duty to report.
- Unauthorized absence from the Facility during working hours.
- Failure to comply with OSHA standards (i.e., not wearing personal protective equipment in all high- risk areas).

When an employee has engaged in conduct that may lead to disciplinary action, the Facility HR Director should ask the employee to explain the offense(s) and/or conduct and describe the context. Then, in collaboration with CEO, the CEO and HR Director shall consider the employee's conduct and the information provided to assess whether the employee is unsuitable, unqualified, or unavailable for employment. The employee may be placed on investigative suspension until information has been provided and assessed by the Facility.

10.0 FAILURE TO MAINTAIN AN ACTIVE LICENSE, CERTIFICATION, REGISTRATION, OR ACCREDITATION

Employees whose job description requires licensure, certification, registration, or accreditation must maintain an active license with no restrictions. If an employee's license status changes the affected employee should promptly notify their supervisor and HR about the restriction or stipulated license imposed by the licensing board or regulatory authority. The employee must disclose the specific details of the restriction or stipulation.

- Employee will be placed on unpaid leave while investigation is conducted by HR and CEO/CNO
- Disciplinary action after investigation can include:
 - Suspension
 - Change of duties/job description
 - Termination

11.0 REFUSING ASSIGNED TASKS

An employee's refusal to perform an assigned task is unacceptable. To ensure that an employee is aware of the task that he/she is to perform before being disciplined the following process should be followed.

Note: If more than one employee refuses to perform the task, or if a single employee refuses on behalf of other employees too, consult Human Resources and CEO before implementing discipline.

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Scenario #1: Ask the employee if he/she understands the task.	
If he/she does not:	Provide instructions for performing the task.
If he/she does:	<ul style="list-style-type: none"> • Advise employee that failure to perform the task may lead to disciplinary action, including discharge. • Inform the employee that the supervisor will return later (a reasonable time) to give the employee time to reconsider his/her refusal and to begin the task. Before leaving, offer to answer any questions the employee has regarding the task. A reasonable time should be no longer than the period of time that will not harm the process and/or procedure to which the task is directed. • The supervisor should return with another supervisor to witness the "reconsideration" conversation. If the employee has not started the task, ask the employee if he/she will begin the task.

	<ul style="list-style-type: none"> • If the employee still refuses, immediately suspend the employee for up to 3 workdays. Document the occurrence on Disciplinary Action Notice (Form 33) and deliver a copy to Human Resources. If necessary, consult with a member of Administration or Human Resources to determine if any notification to a licensing agency is necessary.
Scenario #2: Ask the employee if he/she is refusing the task, and if so, why? Acceptable reasons for a refusal are that the employee:	
<ul style="list-style-type: none"> > Is unqualified to perform the task; > Safety and/or health are at risk; > Requests exclusion from patient care because the treatment presents a conflict with an employee's cultural values, sense of ethics or religious beliefs (See Policy B.12). 	

RELATED FORMS

Form 33 Disciplinary Action Form

Form 34 Performance Improvement Plan (with sample plan)