



Policy Number: **3.3**
Policy Title: **Disciplinary Measures**

Revision Date: April 12, 2023

Effective Date: July 16, 2018

Authority:

PURPOSE

To ensure that Arkansas Department of Finance and Administration (DFA) employees apply disciplinary measures as set out herein.

APPLICABILITY

This policy applies to all DFA employees.

POLICY

Supervisors are responsible for determining the appropriate level of discipline for a specific violation. Discipline must be applied equally to all individuals within the work unit. Supervisors shall consider all the facts and mitigating or aggravating circumstances surrounding the violation in deciding the level of discipline and should consult with the DFA Human Resources Manager as needed.

DISCIPLINARY MEASURES

Discipline must be applied by supervisors immediately, consistently and impartially and be aimed at improving employee behavior, job performance, and attendance issues. The following steps are not exhaustive and may be, but are not required to be, applied in the disciplinary process:

1. **VERBAL WARNING** RECORDED IN THE EMPLOYEE'S PERSONNEL FILE
 - A) **VERBAL WARNING** RECORDED IN THE EMPLOYEE'S PERSONNEL FILE FOR AN EMPLOYEE'S **LEAVE-RELATED** DISCIPLINE INCLUDING UNEXCUSED TARDINESS
2. **WRITTEN WARNING** RECORDED IN THE EMPLOYEE'S PERSONNEL FILE
3. **SUSPENSION WITHOUT PAY** AND RECORDED IN THE EMPLOYEE'S PERSONNEL FILE
4. **TERMINATION**

A supervisor is not required to apply every disciplinary step. Some violations may require the implementation of more severe disciplinary action, including immediate dismissal.

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Supervisors must focus on maintaining good records and documentation, investigate the violation and circumstances surrounding the incident, equate the severity of the discipline to the violation, not the person, discipline in private, and warn the employee of the consequences of repeat offenses.

Supervisors should consult with the DFA Human Resources as needed.

DEPARTMENT CONTACT:

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