I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Entire Maine Department of Corrections

III. POLICY

It is the policy of the Department of Corrections to have in place an employee discipline system that protects the rights of employees, enforces high standards of professional conduct, and assures a safe and efficient operation in compliance with all applicable State laws, regulations and collective bargaining agreements.

IV. CONTENTS

Procedure A: Bargaining Unit Employees
Procedure B: Non-Bargaining Unit Employees and Non-Appointed Officials
Procedure C: Corrective Actions
Procedure D: Disciplinary Process and Actions for Bargaining Unit Employees
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V. ATTACHMENTS

None
VI. PROCEDURES

Procedure A: Bargaining Unit Employees

1. Corrective and disciplinary actions shall be administered in accordance with applicable laws, regulations, and collective bargaining agreements. A bargaining unit employee is any employee whose job class title is covered by a collective bargaining agreement.

Procedure B: Non-Bargaining Unit Employees and Non-Appointed Officials

1. Corrective and disciplinary actions shall be administered in accordance with applicable laws and regulations. A non-bargaining unit employee is any employee whose job class title is not covered by a collective bargaining unit agreement.

Procedure C: Corrective Actions

1. In the event that performance expectations are not being met, supervisors may take corrective action to improve performance to include:
   a. performance counseling or verbal redirection;
   b. additional Training; and
   c. a Performance Improvement Plan

Procedure D: Disciplinary Process and Actions for Bargaining Unit Employees

1. After a probationary period, involuntary dismissal or demotion is permitted only for good cause and, if requested, subsequent to a formal hearing of specific charges conducted in accordance with the applicable collective bargaining agreement.

2. The disciplinary process and progressive disciplinary actions shall follow the applicable collective bargaining agreement for an employee who is in a bargaining unit as listed below.

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<thead>
<tr>
<th>MSEA &amp; MSLEA</th>
<th>AFSCME</th>
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<tbody>
<tr>
<td>written warning</td>
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<td>discharge</td>
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<td>dismissal</td>
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3. Misconduct that is considered to be egregious may result in disciplinary action, up to and including dismissal or discharge, as applicable, without progressive discipline.
Procedure E: Disciplinary Process and Actions for Non-Bargaining Unit Employees and Non-Appointed Officials

1. After a probationary period, involuntary termination is permitted only for good cause and, if requested, subsequent to a formal hearing of specific charges conducted in accordance with Maine Civil Service Law found in 5 M.R.S.A. Chapter 372: State Civil Service System and the State of Maine, Bureau of Human Resources Civil Service Rules.

2. The disciplinary process and progressive disciplinary actions for a non-bargaining unit employee shall follow Maine Civil Service Law found in 5 M.R.S.A. Chapter 372: State Civil Service System and the State of Maine, Bureau of Human Resources Civil Service Rules.

3. Misconduct that is considered to be egregious may result in disciplinary action, up to and including termination, as applicable, without progressive discipline.

VII. PROFESSIONAL STANDARDS

ACA:

4-ACRS-7E-10 Termination or demotion is permitted only for a good cause and, if requested, subsequent to a formal hearing on specific charges.

4-JCF-6C-09 After a probationary period, involuntary termination or demotion is permitted only for good cause and, if requested, subsequent to a formal hearing of specific charges conducted by a civil service commission or other career service organization.