



Columbia USBC

Employee Disciplinary Procedure Steps

Counseling or Oral Warning

Counseling or oral warnings may be issued to correct minor deficiencies in conduct. The conversation should include a review of the problem area, what is expected of the Association Manager and an explanation of why the employee's conduct was not met. The Association Manager should be given an opportunity to explain the reasons for the conduct and offered suggestions for improvement.

It is recommended that a written record of the counseling or oral warning session be made and retained by the President of the Columbia USBC.

Written Reprimand

A written reprimand may be issued due to the seriousness of an offense or if a prior warning has not produced the desired outcome. The written notice must include the following:

1. Be stated as a written reprimand
2. State the conduct which has necessitated the disciplinary action
3. State ways deficiencies may be overcome
4. State the possible consequences if satisfactory improvement is not made.
5. If necessary, state the period of time needed to improve.

The Association Manager should be asked to sign the written reprimand. If he/she prefers not to sign the document, appropriate notations should be made and on the form.

The Association Manager should be allowed to explain his/her actions and provide a written response to the reprimand. The reprimand and if a response is received should be retained by the President of the Columbia USBC.

Dismissal

The Association Manager may be dismissed for repeated misconduct or rules violation. Serious offenses may be cause for immediate dismissal. A written notice must be labeled notice of dismissal and state the actions necessitating dismissal. The employee should be asked to sign the notice. If he/she prefers not to sign the document, appropriate notations should be made on the form. The notice should be retained by the President of the Columbia USBC.