

May 6, 1971

SUBJECT: PERSONNEL DISCIPLINARY ACTIONS

TO: ALL EMPLOYEES

FROM: Elmer B. McSurdy, Business Manager
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Spring City, Pennsylvania 19475

I have been assigned the responsibility of reviewing all personnel disciplinary actions.

In order that all employees will be aware of the guidelines that I will use in making my decisions, I am distributing copies of the Department of Public Welfare Manual section which lists the various offenses and what action should be taken.

I plan to adhere to these regulations in making my decisions.

PENALTY GUIDELINES

TYPE OF DELINQUENCY	FIRST OFFENSE	SUBSEQUENT OFFENSE	CONTINUES OFFENSE
Progressive deterioration in work performance, adherence to rules, etc.	Verbal reprimand, written warning	Written warning, salary reduction (See 706.1 of Rules of State Civil Service Commission)	Salary reduction, suspension suspension pending removal
Prohibited political activity or engaging in types of political activity prohibited by law.	As directed by the State Civil Service Commission		
Reporting to work late or leaving the job without permission.	Verbal reprimand	Verbal reprimand, written warning	Suspension, salary reduction, suspension pending removal
Recurring tardiness; being late for work without adequate justification. A penalty action may be imposed whenever 3 <u>unexcused</u> tardinesses occur within a period of six months or less.	Verbal reprimand	Written warning	Suspension, salary reduction, suspension pending removal
Absence from duty without permission and without adequate justification. (See DPW Bulletin No. 543)	Verbal reprimand, written warning	Written warning, suspension, salary reduction	Salary reduction, suspension pending removal
Abandonment of job for five (5) work days or more.	Removal (treated as automatic resignation)		
Unauthorized use of telephones or long distance tie line facilities	Verbal reprimand	Written warning	Written warning, suspension
Loss of or damage to State Property			
(a) through carelessness, neglect or indifference or when property is of small value	Verbal reprimand, written warning	Written warning, salary reduction, suspension	Suspension, salary reduction
(b) through malicious intent or when property is of significant value	Written warning	Suspension, salary reduction	Suspension pending removal

TYPES OF DELINQUENCY	FIRST OFFENSE	SUBSEQUENT OFFENSE	CONTINUES OFFENSE
<p>Sleeping on Duty:</p> <p>(a) Where safety of persons or property is not endangered</p> <p>(b) Where safety of persons or property is endangered</p>	<p>Verbal reprimand, written warning</p> <p>-----</p> <p>Written warning, suspension, salary reduction, suspension pending removal</p>	<p>Written warning, suspension</p> <p>-----</p>	<p>Suspension, salary reduction, suspension pending removal</p> <p>-----</p>
<p>Neglect of Duty: loafing, deliberate failure to be at work on tasks assigned, unreasonable delay in carrying out instructions, conducting personal affairs on official time or careless workmanship resulting in waste or delay.</p>	<p>Verbal reprimand, written warning</p>	<p>Written warning, suspension, salary reduction</p>	<p>Suspension, salary reduction, suspension pending removal</p>
<p>Engaging in outside employment, business or professional activity:</p> <p>(a) when it causes poor work performance, inability to conform to work hours, standards, etc.</p> <p>(b) involving a conflict of interest</p>	<p>Verbal reprimand</p> <p>-----</p> <p>Written warning, suspension pending removal</p>	<p>Written warning, salary reduction, suspension</p> <p>-----</p> <p>Suspension pending removal</p>	<p>Suspension, salary reduction, suspension pending removal</p> <p>-----</p>
<p>Reporting for duty or being on duty under the influence of intoxicants to such an extent as to render the employe unfit for duty.</p>	<p>Verbal reprimand and encouragement to secure medical and professional help</p>	<p>Annual leave and Written warning, suspension</p>	<p>Suspension, salary reduction, suspension pending removal if employe refuses to seek help</p>
<p>Misuse of sick leave, taken as a result of the influence of an intoxicant or drug (See DPW Bulletin No. 543) or similar abuse of sick leave privileges.</p>	<p>Written warning suspension</p>	<p>Suspension, suspension pending removal</p>	<p>Suspension pending removal</p>

TYPE OF DELINQUENCY	FIRST OFFENSE	SUBSEQUENT OFFENSE	CONTINUES OFFENSE
<p>Disorderly Conduct:</p> <p>(a) Use of abusive or offensive language, quarreling, creating a disturbance which adversely affects production and morale</p> <p>(b) Fighting, threatening, attempting or inflicting bodily harm on another person, indecent or immoral conduct</p>	<p>Verbal reprimand, written warning</p> <hr/> <p>Written warning Suspension, salary reduction</p>	<p>Written warning, suspension, salary reduction</p> <hr/> <p>Suspension pending removal</p>	<p>Suspension, salary reduction, suspension pending removal</p> <hr/>
<p>Misconduct off-duty; Any criminal, infamous, dishonest, immoral or disgraceful conduct. May be based on conviction for either misdemeanor.</p>	<p>Written warning, Suspension pending removal</p>	<p>Suspension, salary reduction, suspension pending removal</p>	<p>Suspension pending removal</p>
<p>Making false statements which are slanderous or defamatory about other employes or officials.</p>	<p>Written warning, suspension pending removal</p>	<p>Suspension, salary reduction</p>	<p>Suspension pending removal</p>
<p>Gambling, betting, solicitation or promotion thereof during work hours or on State property.</p>	<p>Verbal reprimand, written warning</p>	<p>Suspension, salary reduction, suspension pending removal</p>	<p>Suspension, salary reduction, suspension pending removal</p>
<p>Use or authorizing use of State services or equipment; e.g., automobiles, for other than official purposes</p>	<p>Verbal reprimand, written warning</p>	<p>Suspension, salary reduction</p>	<p>Suspension, salary reduction, suspension pending removal</p>
<p>Unethical use of official authority, or unauthorized disclosure or use of official information.</p>	<p>Verbal reprimand, written warning</p>	<p>Written warning, suspension, salary reduction</p>	<p>Suspension pending removal</p>
<p>Insubordination: deliberate refusal to comply with instructions issued in the line of duty by authorized supervisor, disrespect, insolence, use of abusive or insulting language.</p>	<p>Verbal reprimand, written warning</p>	<p>Written warning, suspension, salary reduction</p>	<p>Suspension pending removal</p>
<p>Traffic violations on State property; i.e., speeding, failure to stop at stop signs, improper parking, etc.</p>	<p>Verbal reprimand, written warning.</p>	<p>Written warning, salary reduction, suspension</p>	<p>Suspension, salary reduction, suspension pending removal</p>

TYPE OF DELINQUENCY	FIRST OFFENSE	SUBSEQUENT OFFENSE	CONTINUES OFFENSE
Engaging in any act with patients or clients in violation of work rules and regulations; e.g., purchasing unauthorized items for patients or clients, accepting gifts from them, mailing letters without approval of the administration, etc.	Written warning, suspension pending removal	Suspension, salary reduction, suspension pending removal	Suspension pending removal
Driving State automobiles (or privately owned car on official business) while under the influence of intoxicants	Suspension pending removal	Suspension pending removal	
Falsification of any official document(s) or record(s) or concealment of material fact by omission(s) from official documents or records	Written warning, suspension pending removal	Salary reduction, suspension pending removal	
Failure through negligence to account properly for public funds	Written warning, suspension, salary reduction, suspension pending removal	Salary reduction, suspension pending removal	
Theft or attempted theft of State property or the property of another employe. (In arriving at the penalty, consideration must be given to the value of the property stolen and whether voluntary restitution was made.)	Written warning, suspension pending removal	Suspension pending removal	
Bribery or contributing towards a bribe to a State employe, or acceptance of same by a State employe	Suspension, salary reduction, suspension pending removal	Suspension pending removal	
Refusal to answer appropriate question from appropriate officials or concealment of information	Written warning, suspension, salary reduction	Suspension pending removal	
Misappropriation of public funds or other official funds which came into an employe's possession by reason of his position	Suspension pending removal		
Abuse of patients, clients, students, fellow employes or members of the public in general	Suspension pending removal		