

**Yolo County Office of Education  
Head Start/Early Head Start**

**Policy: Employee-Management Relations**

Performance Standard: The Head Start/Early Head Start program must have a description of the employee/management procedures including managing employee grievances and adverse actions.

Procedures:

Disciplinary Action:

1. Conduct that is unprofessional or potentially embarrassing, adversely affects, or is otherwise detrimental to the Head Start program's or the Yolo County Office of Education's interests, or the interests of its employees, participants or the public at large, may result in disciplinary action, up to and including immediate termination. It is not possible to provide a complete list of every possible offense; so to give some guidance, examples of unacceptable conduct are listed in the Standards of Conduct Policy.
2. Any adverse actions committed by an employee will be cause for progressive disciplinary action. The nature of discipline imposed will depend on the seriousness of the problem and the prior record of the employee's performance, behavior problems, or safety violations. Disciplinary action is based on the facts of each case, and not all the available forms of disciplinary action outlined below are appropriate to every disciplinary situation. It is not required by the Yolo County Office of Education to treat each form of discipline as a step in a series with each employee before discharge, and the YCOE reserves the right to forgo the steps of progressive disciplinary procedures at any time when deemed necessary.
3. The Progressive Discipline followed is :
  - a. Verbal Warning: A form of counseling or reprimand in which a supervisor discusses a violation of a rule, policy, procedure or a performance problem with a subordinate and issues a verbal warning against further violations.
  - b. Formal Written Counseling: A warning notice through which a supervisor documents in writing problems with performance or behavior, the causes and effects of the problems, a plan of correction and the consequences of continued non-compliance. A meeting is held with the employee to discuss the counseling notice and to elicit commitment to improvement.
  - c. Suspension: An action in which an employee is given a specific period of time off the job without pay. Such a suspension of employment, in itself, may constitute a disciplinary action.

- d. Discharge: An action in which employment is permanently terminated in response to a specific violation. Serious violations or misconduct may result in immediate termination without progressive discipline.

#### Grievance Procedures:

A grievance is defined as any formal written complaint or allegation about conduct in the workplace in which an employee seeks management's assistance in resolving. There are three levels to the grievance procedure beginning with the informal level.

1. Informal Level: The grievant must discuss the grievance with the appropriate site administrator or manager within twenty (20) days after the grievant knew or reasonably should have known of the circumstances which form the basis for the grievance.
2. Level One: If the discussion does not resolve the grievance to the satisfaction of the grievant, the grievance may be submitted formally in writing within ten (10) days of the informal decision, but no longer than thirty days from the original notification. The site administrator or manager will then have five (5) days after receipt of the written grievance in which to return her/his written decision. The written grievance shall include:
  - a) A statement of the specific conduct in the workplace that was violated.
  - b) The facts which constitute the alleged violation including the names of all persons involved and the times, places, and events.
  - c) A statement of the specific actions the grievant desires the YCOE take to remedy the agreement.
  - d) The date the informal meeting was held and the steps taken by the grievant to resolve the difficulty informally.
3. Level Two: If the grievant is not satisfied with the disposition of the grievance at Level One, or if no written decision has been rendered within five (5) days after the receipt of the written grievance, then the grievant may file the grievance in writing to the Superintendent within five (5) days after the decision at Level One.

Within ten (10) days after the receipt of the written grievance by the Superintendent, the Superintendent or her/his designee will meet with the grievant in an effort to resolve it. The Superintendent or designee will then inform the grievant in writing within five (5) days after such meeting of her/his decision. If no meeting is held then the Superintendent or her/his designee shall inform the grievant within ten (10) days of receipt of the grievance of her/his decision.

#### Miscellaneous Provisions:

1. No reprisals of any kind will be taken by the Superintendent or by any member or representative of the administration against any grievant, any party of interest, or any other participant in the grievance procedure, by reason of such participation.

2. If a grievance arises from action or inaction on the part of a member of the administration at a level above the site administrator, the grievant shall submit such grievance in writing in to the Superintendent directly and the processing of such grievance shall be commenced at Level Two.
3. Decisions rendered at Level One and Level Two shall be in writing and transmitted promptly to all parties involved.
4. Time limits for appeal will begin the day of receipt of the written decision by the grievant.
5. All documents, communications, and records dealing with the processing of the grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

**Related Regulations:** 1301.31(a) (7), Head Start/Early Head Start Standards of Conduct Policy

**ADOPTED BY POLICY COUNCIL:** 10/12/05