

3.09 STANDARDS OF CONDUCT

In order for Clinical Associates of the Finger Lakes to operate efficiently and safely, it is necessary for all employees to observe the policies and procedures governing our work environment. The inability to do so may result in the need for disciplinary measures.

INITIAL DISCUSSIONS

Before taking corrective action, the supervisor will meet with the employee to discuss concerns and solutions. If the concern is ongoing and/or repeated, the supervisor will explain why the need for corrective action may be warranted.

CORRECTIVE ACTION

Depending upon the severity of the matter, disciplinary measures may include counseling, a verbal warning, a written warning, suspension without pay, or termination. The appropriate corrective action will be determined by the agency. The agency does not guarantee that one form of action will necessarily precede another.

Grounds for corrective discipline, up to and including immediate discharge, may include but are not limited to:

1. Physical, verbal or sexual harassment, or discriminatory statements or actions
2. Violation of CAFL policies
3. Neglect of duty
4. Insubordination or refusal to comply with employer's instructions, unless such instructions are injurious to the employee's health and safety
5. Intentional falsification of any record, such as medical information, personnel records, payroll reports, mileage, or client records
6. Theft, intentional destruction or defacing of CAFL's, another employee's or client's property
7. Deliberate or careless conduct endangering the safety of self, other employees or clients
8. Possession, use or sale of alcoholic beverages or illegal substances during the work day, or reporting to work under the influence of drugs or alcohol
9. Possession of firearms
10. Excessive absenteeism or tardiness
11. Violation of a safety rule or safety practice
12. Failure to report to work without giving the agency notice
13. Failure to comply with rules/regulations regarding licensure, certification, and health mandates
14. Crossing of professional boundaries

Refer to Policy 6.15 Complaint Management and 3.11 Progressive Discipline for additional details.