

START Policy

Supervisor's Quick Reference Guide

Applicable to T&E employees and Yardmasters



PHASE 1 – Employee Development MINOR OFFENSES (12 MONTHS)

Focus on education/counsel employee

NON-REPETITIVE RECORD

How to handle a non-repetitive progression when an employee violates a series of different rules:

1 st Minor	Counseling
2 nd Minor within 1 year	Counseling
3 rd Minor within 1 year	Counseling
4 th Minor within 1 year	Counseling
5 th Minor within 1 year	GO TO PHASE II HANDLING *1 st Serious

REPETITIVE RECORD

How to handle a repetitive progression when an employee violates the same rule (and same section of rule if multiple sections) multiple times:

1 st Minor	Counseling
2 nd repetitive Minor Within 1 year	Counseling
3 rd repetitive Minor Within 1 year	GO TO PHASE II HANDLING *1 st Serious

The employee must be notified within 3 days of the occurrence that a counseling session will be held or the offense may not be handled formally.

There is a one-year rolling period for determining the appropriate handling for minor offenses.

PHASE II SERIOUS OFFENSES (24 MONTHS)

Follow progressive discipline standards assessing:

1 st Serious:	NO MORE THAN 10 Days Deferred Suspension
2 nd Serious:	NO MORE THAN 10 Days Actual Suspension
3 rd Serious:	MAY WARRANT DISMISSAL

Expiration of Deferred Time

Deferred Suspension	Probation Period
5 days	3 months
10 days	6 months
15 to 29 days	9 months
30 days	1 year

Apply the Collective Bargaining Agreement provisions for scheduling and holding disciplinary investigations or offering waivers.

There is a two-year rolling period for determining the appropriate handling for serious offenses.

MAJOR

Major offenses are those that warrant removal from service pending a formal hearing and possible dismissal from service for a single such occurrence if proven guilty.

Discipline up to and including dismissal may be assessed for a single occurrence. Waivers may be used for other than dismissal.

Apply the Collective Bargaining Agreement provisions for scheduling and holding disciplinary investigations or offering waivers.

The START Policy does not affect the application or enforcement of Rule G, Drug and Alcohol Policy, and Absenteeism Guidelines.