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Policy Title: DISCIPLINE GUIDE – REPRESENTED EMPLOYEES		Policy No.: 10-760
Review Responsibility: Barb Cox, Human Resources Manager	Approved By: Jason McNickle, General Manager	
Authorized By: Clallam Transit System Resolution No. R30:2022		Effective Date: 03/05/2026

1. PURPOSE

- A. Clallam Transit System (CTS) is committed to enhancing employee performance and safety. The policy provides a structured process to administer progressive discipline with clearly defined expectations and discipline methods. The policy is consistent with CTS' values, best practices, employment laws, and the labor agreement by and between CTS and the Amalgamated Transit Union, Local 587 (ATU).
- B. This policy applies to **represented employees only**.

2. POLICY

- A. This policy applies to all CTS represented employees and provides a clear framework for consistently administering representative employee discipline. CTS recognizes that its employees strive to perform at their best and in accordance with applicable CTS rules, laws, and the labor agreement by and between CTS.

3. ADMINISTRATION

A. Discipline

Violations of CTS policies, rules, or instruction may result in corrective or disciplinary action. Disciplinary decisions consider the nature of the violation, past infractions, accident severity, and circumstances.

B. Disciplinary Actions

Discipline History: When disciplinary action is warranted the supervisor/manager will consider the employee's discipline history prior to determining the appropriate action. It is not CTS' intent to administer severe discipline for minor isolated accidents and incidents.

Discipline Investigation: Potential discipline matters will be investigated by a supervisor/manager to determine the facts. The employee being investigated may request union representation.

Discipline Level: Based on the outcome of the investigation, disciplinary action may be taken by the supervisor/manager in accordance with the discipline policy and the labor agreement. The level of discipline will be based on the violation or accident type, prior violations, severity of the violation, and other applicable factors.

Discipline Distribution: Record of discipline is maintained by type as listed:

- Cautions are noted and separate from personnel files.
- Verbal reprimands are distributed to the personnel file.

- Written reprimands, suspensions, and employment separations are distributed to the personnel file.

C. Discipline Types

Discipline is progressive unless circumstances merit otherwise. Violations of a more serious nature may justify an elevated discipline type.

Attendance Violation Progression: Sick/medical absences are based on individual occurrences that may encompass consecutive days within the occurrence. Progressive discipline for attendance is as follows:

- 2 occurrences Caution
- 3 occurrences Verbal reprimand
- 4 occurrences Written reprimand
- 5 occurrences Suspension
- 6 occurrences Suspension/Termination

Unexcused Absence: Fail to report within two hours of scheduled work assignment. Request to excuse absence may be requested within two days of occurrence for consideration by the department manager.

Absent without Leave: Fail to report without notification within 24 hours of scheduled work assignment. Two days or more may be considered voluntary resignation.

Emergency General Leave: Employees with insufficient sick leave to cover an entire sick/medical absence may use emergency general leave with **medical verification** submitted within 10 days of occurrence. Discipline will occur for non-verified absence occurrences in accordance with the labor agreement.

Emergency Personal Leave: Employees experiencing emergent non-sick/medical situations may submit in writing a request to the department manager for possible approval.

No Show: Operators reporting for work one-minute late may result in loss of scheduled work assignment with a notation in their personnel file. CTS may assign any available work; however, if reporting within 10-minutes of scheduled time they may be assigned their scheduled assignment. Employee may request excused status within two days for consideration by the department manager.

Maintenance personnel reporting after their scheduled work time, at the manager's/supervisor's discretion may result in loss of time or may stay after end of shift to make up the time.

D. Progressive Discipline

Timelines are established in the labor agreement, section 6 for discipline progression. Documented discipline typically follows the five offense steps:

- 1 Caution
- 2 Verbal warning
- 3 Written warning
- 4 Two or three-day suspension
- 5 Termination

Employees receiving three suspensions within a 10-year period will be subject to discipline up to termination.

E. Category 1 – Minor Offense

Subject to progressive discipline. Violation examples include but are not limited to:

- Minor accidents (employee at fault): No injury, minimal damage requiring no repairs to vehicle to return to service, and no Washington State accident report required
- Customer/ADA standards

- Customer complaints (3 complaints or 1 severe)
- Off-route/Off-schedule
- Not stopping for passengers
- Non-compliance with procedures, rules, policies, labor agreement, or regulations
- Equipment negligence
- Uniform/appearance standards
- Exceeding meal/break periods
- Staff/customer conflict
- Fail to be relieved from shift
- Acceptance/provision of gifts/gratuities
- Soliciting funds/gifts from employees for political campaigns

F. Category 2 – Serious Offenses

May result in written reprimand, suspension, or termination based on severity. Examples of violations include but are not limited to:

- Unsafe CTS vehicle and equipment operation
- Major accidents (employee at fault): Injury not requiring immediate medical treatment, non-disabling vehicle damage requiring repair to return to service, and a Washington State accident report required
- Failure to follow traffic laws
- Safety rules, procedures, and policy violations
- Misconduct on duty or in uniform
- Failure to report vehicle accidents/work injuries
- Use of personal electronic devices during operation of CTS vehicles
- Off-route driving accidents
- Vandalism or attempted vandalism on or against CTS property
- Sleeping on duty
- Smoking/vaping in CTS vehicles
- Unauthorized operation of CTS vehicles
- Unreported traffic moving infractions in CTS or personal vehicles
- Unreported drivers' license status issues
- Harassment or discrimination

G. Category 3 – Grounds for Termination

May result in immediate termination. Investigations focus solely on verifying the facts. Paid or unpaid suspensions may occur to allow time for fact-finding. Examples of violations include but are not limited to:

- Gross misconduct or gross negligence
- Insubordination
- Severe accidents (employee at fault): Human fatality, injury requiring immediate medical treatment, and disabling vehicle damage requiring towing
- Hit and run
- Reckless driving
- Theft/misuse/misappropriation of CTS property or funds
- Drug and alcohol violations are handled in accordance with the CTS Drug and Alcohol-free Workplace Policy
- Statements, documents, or work time falsifications
- Willful destruction or damage to CTS property/possessions
- Use of violence/fighting unless in self-defense
- Committing a felony while on duty or conviction of a job-related felony