


Employee Discipline

	Louisiana Department of Health (LDH)	
	Policy Number	30.1
	Content	LDH Policy on Disciplinary Actions
	Effective Date	September 8, 2010
	Inquiries to	Office of Management and Finance Division of Human Resources, Training and Staff Development P.O. Box 4818 Baton Rouge, Louisiana 70821-4818 (225) 342-6477 FAX: (225) 342-6892

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/overrule/supersede the conflicting section within the Program Office or facility policy.

I. POLICY STATEMENT

It is the policy of the Louisiana Department of Health:

- A. To maintain an efficient and productive workforce consistent with the fulfillment of the Department's mission.
- B. To correct the conduct of employees through appropriate counseling, guidance and disciplinary measures whenever such conduct impairs the efficiency of the agency.
- C. To use the probationary period to assess the employee's performance and terminate the appointment of any probationary employee whose performance and/or behavior does not meet the required standard.
- D. To refer suspected criminal wrongdoing to the appropriate law enforcement agency.

II. APPLICABILITY

This policy shall apply to all offices and employees of the Louisiana Department of Health.

III. IMPLEMENTATION

This policy and succeeding revisions shall become effective upon approval and signature of the Department Secretary, Deputy Secretary and Undersecretary.

IV. PROVISIONS

Assistant Secretaries, the Undersecretary, the Deputy Secretary, the Medical Vendor Administration Director and the Executive Directors are responsible for the development and implementation of effective disciplinary procedures within their respective offices. Before placing an employee on a supervisory plan, issuing an Improvement Letter, taking disciplinary action or separating a probationary employee, the appointing authority shall consult with the appropriate human resources director or his/her designee and LDH attorney for advice and assistance. Also, all referrals to law enforcement shall be submitted to the LDH General Counsel or his/her designee before the referral is made.

V. REVISION HISTORY

Date	Revision
November 22, 2004	Policy created
September 8, 2010	Policy revised
September 4, 2019	Housekeeping Changes (Section I and Section IV)