

American Red Cross
PENN-JERSEY REGIONAL BLOOD SERVICES RULES

**TECHNICAL – HPAE
 PROFESSIONAL – HPAE**

**Effective September 15, 2011
 Page 1 of 8**

		First Stage	Second Stage	Third Stage	Fourth Stage
1.	Repeated tardiness of greater than 10 minutes in reporting to work. 1st- 3rd= Observation Record	4th Time ROOW	5th Time WR (within any 6 mos. per.)	6th Time 1 day S (within any 6 mos. per.)	7th Time Up to D (within any 6 mos. per.)
2.	Smoking in restricted areas. 1st= Observation Record	2nd Time ROOW	3rd Time WR (within any 12 mos. per.)	4th Time 1 day S (within any 12 mos. per.)	5th Time Up to D (within any 12 mos. per.)
3.	Failure to return on time from breaks (rest and meal). 1st- 3rd= Observation Record	4th Time ROOW	5th Time WR (within any 6 mos. per.)	6th Time 1 day S (within any 6 mos. per.)	7th Time Up to D (within any 6 mos. per.)
4.	Failure to exhibit good customer service to external customers. 1st - Record of Conversation	2nd Time Up to WR	3rd Time Up to S (within any 6 mos. per.)	4th Time Up to D (within any 6 mos. per.)	
5.	Failure to give adequate notice as defined in contract when using paid time off. 1st= Record of Conversation	2nd Time ROOW	3rd Time WR (within any 12 mos. per.)	4th Time 1 day S (within 12 any mos. per.)	5th Time Up to D (within any 12 mos. per.)
6.	Failure to promptly notify Region (HR and the Scheduling, Logistics and Planning Department) of change of address or telephone number.	1st Time ROOW	2nd Time WR (within any 12 mos. per.)	3rd Time 1 day S (within any 12 mos. per.)	4th Time Up to D (within any 12 mos. per.)

American Red Cross
PENN-JERSEY REGIONAL BLOOD SERVICES RULES

TECHNICAL – HPAE
PROFESSIONAL – HPAE

Effective September 15, 2011
Page 2 of 8

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7.	Failure to promptly report any accident to supervisor and properly complete forms.	1st Time ROOW	2nd Time WR (within any 12 mos. per.)	3rd Time 1 day S (within any 12 mos. per.)	4th Time Up to D (within any 12 mos. per.)
8.	Failure to sign in and out using eTime at beginning and end of shift. If supervisor excuses, no violation.	1st Time ROOW	2nd Time WR (within any 12 mos. per.)	3rd Time 1 day S (within any 12 mos. per.)	4th Time Up to D (within any 12 mos. per.)
9.	Posting, removal or tampering with bulletin notices without company's approval.	1st Time ROOW	2nd Time WR (within any 12 mos. per.)	3rd Time 1 day S (within any 12 mos. per.)	4th Time Up to D (within any 12 mos. per.)
10.	Unexcused failure to report to a blood collection operation without proper notification (no call no show).	1st Time WR	2nd Time 1 day S (within any 12 mos. per.)	3rd Time Up to D (within any 12 mos. per.)	
11.	Solicitation for any cause during work time or in work area without permission.	1st Time ROOW	2nd Time WR (within any 12 mos. per.)	3rd Time 1 day S (within any 12 mos. per.)	4th Time Up to D (within any 12 mos. per.)
12.	Personal work on company time, including telephone calls, without authorization by supervisor.	1st Time ROOW	2nd Time WR (within any 12 mos. per.)	3rd Time 1 day S (within any 12 mos. per.)	4th Time Up to D (within any 12 mos. per.)
13.	Failure to follow dress code. 1st and 2nd= Observation Record	3rd Time ROOW	4th Time WR (within any 6 mos. per.)	5th Time 1 day S (within any 6 mos. per.)	6th Time Up to D (within any 6 mos. per.)

American Red Cross
PENN-JERSEY REGIONAL BLOOD SERVICES RULES

**TECHNICAL – HPAE
 PROFESSIONAL – HPAE**

**Effective September 15, 2011
 Page 3 of 8**

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14.	Violation of personal hygiene, health, safety and sanitation standards.	1st Time ROOW	2nd Time WR (within any 6 mos. per.)	3rd Time 1 day S (within any 6 mos. per.)	4th Time Up to D (within any 6 mos. per.)
15.	Failure to return dated materials prior to established deadline. 1st and 2nd = Observation Record	3rd Time ROOW	4th Time WR (within any 6 mos. per.)	5th Time 1 day S (within any 6 mos. per.)	6th Time Up to D (within any 6 mos. per.)
16.	Any vehicle accident for which employee is responsible while on duty with total damages of more than \$100.00 and up to \$3,000, if driving company vehicle.	1st Time WR	2nd Time 1 day S (within any 12 mos. per.)	3rd Time Up to D (within any 12 mos. per.)	
17.	Failure to report defective vehicle in writing and obtain repair if driving company vehicle.	1st Time WR	2nd Time 1 day S (within any 12 mos. per.)	3rd Time Up to D (within any 12 mos. per.)	
18.	Leaving premises during working hours without permission.	1st Time Up to S	2nd Time Up to D (within any 6 mos. per.)		
19.	Proven abuse of CAT leave. (Human Resources Policy)	See Human Resources Policy			
20.	Failure to deliver or return blood, BDRs, tubes, specimens, or other critical supplies to site/center.	1st Time Up to WR	2nd Time Up to S (within any 6 mos. per.)	3rd Time Up to D (within any 6 mos. per.)	

American Red Cross
PENN-JERSEY REGIONAL BLOOD SERVICES RULES

TECHNICAL – HPAE
PROFESSIONAL – HPAE

Effective September 15, 2011
Page 4 of 8

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21.	Sleeping during working hours.	1st Time 1 day S	2nd Time Up to D (within any 6 mos. per.)		
22.	Failure to maintain current RN license or failure to provide proof of RN license (when required) prior to expiration of current license.	1st Time Up to D			
23.	Any vehicle accident for which employee is responsible while on duty with total damages of \$3,000 or more, if driving company vehicle.	1st Time Up to D			
24.	Failure to maintain a valid, current Penna., Delaware or New Jersey driver's license, where driver is at fault.	1st Time Up to D			
25.	Numbering Error.	1st Time Up to WR	2nd Time Up to S (within any 12 mos. per.)	3rd Time Up to D (within any 12 mos. per.)	
26.	Failure to report loss of credit cards within 48 hours of discovery of loss.	1st Time Up to D			

American Red Cross
PENN-JERSEY REGIONAL BLOOD SERVICES RULES

TECHNICAL – HPAE
PROFESSIONAL – HPAE

Effective September 15, 2011
Page 5 of 8

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27.	Violation of Drug and Alcohol Policy.	1st Time Up to D			
28.	Sexual or verbal harassment or slander of any individual.	1st Time Up to D			
29.	Disregarding the appropriate or valid instructions of any charge person or supervisor during work times.	1st Time Up to D			
30.	Verbal altercations, including threats of physical violence to others, or physical fighting during work hours, on ARC or sponsor property.	1st Time Up to D			
31.	Unauthorized gambling at work site or on company property.	1st Time Up to D			
32.	Failure to protect the confidentiality of staff, volunteer, blood donor and/or patient information as described in ARC Personnel Policies and Practices Manual.	1st Time Up to D			

American Red Cross
PENN-JERSEY REGIONAL BLOOD SERVICES RULES

**TECHNICAL – HPAE
PROFESSIONAL – HPAE**

**Effective September 15, 2011
Page 6 of 8**

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33.	Stealing, damaging, misuse or willful defacing of bloodmobile sponsor, community donor center or any ARC property.	1st Time Up to D			
34.	Unauthorized use of vehicle.	1st Time Up to D			
35.	Use of ARC credit cards for other than official business.	1st Time Up to D			
36.	Willfully misusing your own or another employee's card key, or falsifying your own or another employee's card key.	1st Time Up to D			
37.	Willful falsification of records.	1st Time D			
38.	Possession of weapon on any ARC property or person.	1st Time Up to D			
39.	Tampering with a Blood Product.	1st Time D			

American Red Cross
PENN-JERSEY REGIONAL BLOOD SERVICES RULES

TECHNICAL – HPAE
PROFESSIONAL – HPAE

Effective September 15, 2011
Page 7 of 8

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40^A.	Failure to follow written procedures for specified work category, which negatively impacts the safety, quality, identity, purity or potency (SQuIPP) of a donor, product or patient.	1st Time UP to D			
40^B.	Documentation and/or daily function check errors which do not require significant corrective action.	1st Time ROOW	2nd Time WR (within any 12 mos. per.)	3rd Time Up to S (within any 12 mos. per.)	4th Time Up to D (within any 12 mos. per.)
41.	Early Departure from Collection Operation for personal emergencies.	1st Time ROOW (within any 12 mos.per.)	2nd Time WR (within any 12 mos.per.)	3rd Time 1 day S (within any 12 mos.per.)	4th Time D (within any 12 mos.per.)
42.	Scheduling, Logistics and Planning staff who are scheduled to be on call and call out.	1st Time ROOW	2nd Time WR (within any 12 mos.per.)	3rd Time 1 day S (within any 12 mos.per.)	4th Time D (within any 12 mos.per.)
43.	Failure to attend a team meeting on the date scheduled without advance notice (provided that the employee attends the team meeting within the time limits provided).	2nd Time ROOW	3rd Time WR (within any 12 mos. per.)	4th Time 1 day S (within 12 any mos. per.)	5th Time Up to D (within any 12 mos. per.)
1st= Record of Conversation					

American Red Cross
PENN-JERSEY REGIONAL BLOOD SERVICES RULES

**TECHNICAL – HPAE
PROFESSIONAL – HPAE**

**Effective September 15, 2011
Page 8 of 8**

ROOW = Report of Oral Warning

WR = Written Warning

S = Suspension

D = Dismissal

- Six written warnings (WR) within any 12 month period is cause for dismissal. Two suspensions within any 12 month period is cause for dismissal. No written warning may be used to cause more than one suspension.
- An employee has the right to have a union representative present at any investigation in which the employee reasonably believes she/he may be subjected to discipline.
- Before discipline in excess of a WR is imposed, Human Resources Department will review and approve the discipline.