



COMMUNICATIONS PERSONNEL POLICY/PROCEDURE

Policy No. 2095 **Date Issued:** April 22, 2009
Section: 2000 – Personnel Procedures **Date Revised:** June 14, 2023

SUBJECT: PERSONNEL EARLY WARNING SYSTEM

APPROVED: <signed copy on file>
Amethyst Uchida, General Manager

1.0 Purpose

The Authority recognizes that there may be a need to identify employees who need intervention efforts due to patterns of performance and/or behavior deficiencies. The Personnel Early Warning System (PEWS) offers an intervention strategy to address problems and deficiencies as early as possible, realizing the affected employee may not be aware of the problem. PEWS addresses the employees in a proactive manner, assisting them in the maintenance of the high level of conduct and performance as well as the Authority's expectations.

2.0 Initiation of a Review

2.1 An employee review may be initiated by an Operations Supervisor or manager based upon documented patterns of substandard performance and/or behavior that exceed threshold standards, such as, but not limited to:

- Excessive sick leave/tardiness
- Sub-standard job performance
- A pattern of repeated similar complaints, regardless of finding
- Negative attitude towards job/co-workers
- Sudden unusual behavior
- Actual or threat of workplace violence
- Suspected drug or alcohol abuse
- Stress Management

3.0 Role of Operations Supervisors

- 3.1 Operations Supervisors are responsible for meeting with the affected employee, developing action plans to correct behavior, counseling, disciplinary action, and documentation of the review.

4.0 Remedial Action

- 4.1 It is the desire of the Authority that counseling and re-training are sufficient to correct substandard job performance and behavior. The plan should be flexible to allow for modification if necessary. Significant progress may dictate a relaxation of the plan, while continued problems may require greater implementation.
- 4.2 The plan of action will include, but not be limited to:
- A statement advising the employee that they are subject to PEWS, and that participation is mandatory.
 - A synopsis of the behaviors that are affecting the performance of the employee
 - Specific actions required of the employee and the employee's immediate supervisor
- 4.3 If counseling and re-training are not successful, further remedial efforts may include disciplinary actions as per Policy No. # 1080 – *Corrective Action*.

5.0 Employee Assistance

- 5.1 In addition to counseling, re-training, and remedial action, all Authority personnel are encouraged to make use of the Employee Assistance Program (EAP). The EAP can be utilized through voluntary self-referral or through supervisory referral due to job performance. All information related to EAP should be considered strictly confidential by all parties involved.

6.0 Policy Review

- 6.1 The General Manager shall review the Personnel Early Warning System annually and update it as needed.