

Sanitarian Contractor Disciplinary Action Policy

Purpose:

The purpose of this policy is to outline the disciplinary actions that may be taken in response to performance or conduct issues involving sanitarian contractors. This policy aims to ensure compliance with professional standards, contract terms, and regulatory requirements.

Scope:

This policy applies to all sanitarian contractors engaged in service agreements, including temporary, full-time, or project-based work, within the organization.

Disciplinary Actions:

The following disciplinary actions may be taken when a sanitarian contractor fails to meet performance expectations, violates contractual obligations, or breaches regulatory requirements. The severity of the action will be determined based on the nature and frequency of the infraction. All infractions will be kept in the contractor's file.

1. Verbal Warning

*Simple infractions - Minor or first-time infractions

- permit not pulled before work starts
- anything deemed necessary by the sanitarian or Board of Health

2. Written Warning

* Repeated minor infractions (no more than 2 repeated infractions), or more significant violations

- failure to request an inspection

- Working without an up-to-date license
- Not following Iowa Code Chapter 69 or Wayne County Ordinance #204
- To be determined by the Board of Health

3. Suspension


* Serious infractions, non-compliance with critical health and safety regulations, or ongoing performance issues after a written warning.

- obvious disregard to rules
- multiple infractions at the same time
- legal action could be taken including a fine or loss of license
- to be determined and enforced by the Board of Health

4. Termination

- Continually violating state and county rules
- to be determined and enforced by the Board of Health


Board of Health Chairman


Date