**Section 650.120 Disciplinary Procedures for VR Customers in Initial Training**

a) Trainees who are receiving initial training and vendors receiving retraining in the classroom or at an on-the-job training site shall be disciplined as set out in this Section for violating a rule of conduct. Any VR customer dissatisfied with any action by the Department may utilize the Client Assistance Program (CAP) and may grieve the action pursuant to 89 Ill. Adm. Code 510. Documentation of discipline shall be kept in the individual's personnel file.

b) A trainee wishing to appeal discipline may do so under 89 Ill. Adm. Code 510. A vendor wishing to appeal discipline may do so under Section 650.130.

c) The following actions shall begin with the discipline shown and progress as follows: oral reprimand or written reprimand, suspension from training for one day and termination from training.

1) Leaving training during scheduled hours without permission. Oral reprimand.

2) Sleeping during training. Oral reprimand.

3) Failing to report any injury. Oral reprimand.

4) Failing to request a scheduled absence (e.g., scheduled doctor's appointment, family obligation, transportation problems) 24 hours in advance from the Training Director or designee. Oral reprimand.

5) Failing to obey rules of the Illinois Center for Rehabilitation and Education/Community Residential Services for the Blind and Visually Impaired as set forth in 89 Ill. Adm. Code 730. Reprimand or disciplinary action shall be consistent with 89 Ill. Adm. Code 730.650.

6) Failing to notify the training staff by 7:00 a.m. on any day the trainee is unable to attend classroom training. Oral reprimand.

7) Failing to notify the training staff before the scheduled starting time of the inability to attend on-the-job training. Oral reprimand.

8) Failing to wear the uniform provided during training. Oral reprimand.

9) Eating, drinking or smoking in class or outside designated areas. Oral reprimand.

10) Disregarding safety or sanitation practices (e.g., failing to report unsafe equipment, removing machine parts without approval). Oral reprimand.

11) Using training equipment, machines or training telephones without specific approval from the Training Director or designee. Oral reprimand.

12) Excessive absenteeism or tardiness (e.g., more than two unscheduled absences or reporting tardy more than three times). Written reprimand.

13) Unprofessional conduct (e.g., use of profane language, racist or sexist remarks, unwelcome sexual advances, verbal or physical conduct of a sexual nature). Written reprimand.

14) Cheating on tests. Written reprimand.

15) Damaging Program property through failure to exercise proper care. Oral reprimand.

d) The following actions shall result in termination from training:

1) Theft.

2) Consuming or possessing alcoholic beverages or illegal substances or working under the influence of alcohol or illegal substances during training.

3) Inappropriate behavior that disrupts training or on-the-job training (e.g., fighting, gambling, conducting a lottery, tardiness that continues after a written reprimand).

4) Inflicting or attempting to inflict harm upon the person or property of another.

5) Misrepresenting or withholding information on the Employment Verification form (I-9).

6) Failing or refusing to follow instructions or complete assigned objectives in a timely fashion in any area of training and on-the-job training.

7) Possessing a dangerous weapon during training (e.g., a knife with a blade longer than two inches).

8) Threatening, coercing or interfering with a trainee, DHS employee, vendor or customer.

9) Three unexplained absences.

10) Cheating in the final examination.

11) Altering or willfully destroying Program records, files or property.

e) Oral and written reprimands shall be imposed pursuant to Section 650.110 by a member of the training staff. If possible, another staff member as well as the VR counselor, if available, should be present when discipline is imposed.

(Source: Amended at 34 Ill. Reg. 1535, effective January 19, 2010)