

## DISCIPLINARY PROCEDURES AND CORRECTIVE ACTION

### PURPOSE

To set forth general supervisory guidelines for a corrective action and progressive disciplinary process aimed to document and correct undesirable employee behavior.

### SCOPE

This policy applies to all The Center for Family and Child Enrichment employees.

### POLICY

The Agency seeks to establish and maintain standards of employee conduct and supervisory practices, which will, in the interest of the Agency and its employees, support and promote effective business operations. Such supervisory practices include administering corrective action when employee conduct or performance problems arise. Major elements of this policy generally include:

- Constructive effort by the supervisor to help employees achieve fully satisfactory standards of conduct and job performance.
- Correcting employee shortcomings or negative behavior to the extent required.
- Notice to employees through communicating this policy that discharge will result from continued or gross violation of employee standards of conduct or unsatisfactory job performance.
- Written documentation of disciplinary warnings given and corrective measures taken.

### PROCEDURE

Documentation of corrective action will become part of the employee's personnel record for a period of 24 months if no related disciplinary measures are recorded within that period. Documentation may be retained longer if it appears appropriate to do so. The employee will be notified when the document is removed from the file.

In order to maintain sound personnel practices at all levels of operations, reasonable and consistent penalties for offenses and deficiencies shall be maintained. The degree of disciplinary action shall depend upon the nature of the offense.

Reprimand. The action shall be in the form of a written notice to be given to the employee by his/her supervisor. The notice shall state clearly the reasons for the reprimand, and is retained in the employee's personnel file upon approval from the Executive Director.

Probation. This action shall be considered a severe warning prepared in duplicate, with original being given to the employee and the duplicate retained in the employee's personnel file. The notification of probationary status as a disciplinary action requires the signature of the supervisor, and the verbal approval of both the next level supervisor, and the CEO. The notification of probationary status shall stipulate the reasons for and duration of the probation as well as the criteria for removal of probationary status and action to be taken if deficiencies are not corrected.

Suspension. In this action, the employee is suspended without pay from work for a period not to exceed thirty days. Notification of suspension requires the supervisor's signature as well as the written approval of the CEO. Notice of suspension is prepared in duplicate. The original shall be mailed via certified mail, return receipt requested, and the copy retained in the personnel file. The employee's supervisor is to notify the Fiscal Department of the suspension date, upon concurrence by the CEO.

Termination. If the employee's action, in the judgment of his/her immediate supervisor, is of extreme severity, the employee may be terminated immediately, subject to provisions and procedures specified under the section of "Termination of Employment" in these policies. The Executive Director shall be informed prior to the initiation of any termination action.

Termination of Regular Full-time Employee. Although termination of a regular full-time employee can occur during varying circumstances, the following infractions of Center policies will be handled as outlined below:

Conviction of a crime: **Dismissal on conviction.** A felony indictment shall result in a suspension without pay. Furthermore, any employee who is arrested – for any reason - must notify the agency within 3 business days of the arrest. Failure to do so could result in disciplinary action, up to and including termination.

Stealing Center or other employee's property if proven: **Dismissal.**

Gross insubordination to supervisor: **Suspension.**

Being absent from work, without communication to your immediate supervisor, for a period of three consecutive business days constitutes job abandonment. **Immediate Dismissal.**

Reporting to work or being in attendance while engaging in the use of, or possession of, intoxication beverages or illegal drugs:

**Employees found to be in violation of this policy can be subject to counseling by his/her immediate supervisor, referred to a drug counseling facility and dismissal.**

Possession of firearms inside CFCE's offices or group homes: **Immediate Dismissal.**

Excessive un-excused absenteeism affecting employee's function and disrupting functioning of Center: **Two Written Reprimands.** Third Incident: **Dismissal.**

Malicious or willful abuse (physical or verbal) to clients or staff: **Immediate Dismissal.**

Falsification of employment application: **Dismissal.**

If a staff member, who is being terminated, prefers to resign in lieu of termination, he/she waives the right to appeal through the grievance process, which is available to all other permanent, terminated employees. If circumstances merit immediate dismissal, the employee's accrued annual leave can be counted in lieu of the notice period.