

# PEOPLE'S PLACE

## Discipline Policy

Approved By: Board of Directors

Review/Revision Date: 2/01/2010

### I. PURPOSE

The purpose of this policy is to ensure that the agency applies disciplinary action in a fair and consistent manner.

### II. POLICY STATEMENT

It is the policy of People's Place to utilize a process for employee discipline that delivers the appropriate consequence relative to the specific employee offense.

### III. APPLICATION

This policy applies to all People's Place staff.

### IV. DEFINITIONS

- A. Counseling- Communication including guidance and/or instruction from the supervisor to the employee.
- B. Reprimand – A written document which states the consequence for the employee's offense which is read and signed by the employee and supervisor and is filed in the employee's personnel file in Administration.
- C. Probation – A period of time in which an employee is given the opportunity to improve their performance.
- D. Suspension – Temporary removal from job duties.
- E. Termination – Separation from employment initiated by the agency.
- F. Job Abandonment – unexcused absences from work for three consecutive scheduled work days.

### V. STANDARDS

- A. The supervisor will decide on appropriate disciplinary action based on the seriousness of the offense and the impact on the program.
- B. All suspensions and probations must be reported to the Associate Director and/or the Executive Director as soon as possible after being initiated.
- C. Terminations must be approved by the Executive Director in advance.
- D. All disciplinary measures will be documented in writing.
- E. An employee may be suspended with pay only pending an investigation and with the approval of the Executive Director.

- F. Job abandonment will result in immediate termination.
- G. Counselings will be forwarded to personnel for distribution to all Supervisors of that employee but will not be placed in the employee's personnel file unless further disciplinary action is necessary. In that case, the counseling information will be attached to any disciplinary documentation and put into the employee's personnel file. Counseling not followed by further related disciplinary action will be kept on file with the Supervisor for a period of one year.
- H. Termination may result from a serious offense or several less-serious offenses or after no sufficient improvement has been made after previous warnings.
- I. If an employee is on disciplinary probation, they are not eligible to apply for a new position within the agency or to receive an annual increase and/or bonus.
- J. Supervisors must approach the employee about any disciplinary matters within 10 working days from the time they are made aware of the infraction.

**VI. PROCEDURES**

**A. Warnings/Reprimands**

**Individual Responsible**

**Action**

Supervisor of Employee or Program Director

- 1. Decides upon appropriate disciplinary action based on seriousness of offense. Discusses decision with his/her supervisor.

Program Director/Associate Director

- 1. Approves/disapproves decision and discusses with supervisor of the employee.

Supervisor of Employee or Program Director

- 1. Discusses level of discipline with employee. Has employee sign to verify receipt. Gives copy to employee and forwards all Reprimands to Administration for inclusion in the employee's Personnel file.
- 2. Inform the employee that any reprimands will be considered in their next annual evaluation.

Human Resources

- 1. Human Resources distribute copies of any written disciplinary action to all Supervisors of the employee.

**B. Probation/Suspensions/Terminations**

**Individual Responsible**

**Action**

Supervisor of Employee and/or Program Director

- 1. Decides upon appropriate disciplinary action based on seriousness of offense. Discusses decision with the Associate Director.
- 2. If the Program Director or Associate Director is unavailable and it is necessary to remove the person from their job duties immediately, the supervisor may send the employee home pending disciplinary determination.

**Individual Responsible**

**Action**

Associate Director

1. If approving suspension/termination, discusses with Executive Director for final determination.

Executive Director

1. Approves/disapproves suspension or termination.
2. Returns decision to Associate Director.

Associate Director

1. Discusses results with Program Director and Supervisor if applicable.

Supervisor and Program Director

1. Discusses level of discipline with employee. Has employee sign to verify receipt, gives copy to employee and forwards copy to Administration for inclusion in employee's Personnel file.
2. Supervisor forwards Payroll Status Change Notice to payroll.

**VII. REFERENCES**

- A. Separation from Employment Policy

**VII. EXHIBITS**

- A. List of Possible Reasons for Disciplinary Action
- B. Disciplinary Action Form
- C. Payroll Status Change Notice Form