## 4.16 Disciplinary Action Policy

## 

**Purpose:** The purpose of this policy is to provide employees and managers a fair, clear and useful tool for correcting performance problems, as well as to provide a process to assist management in handling cases of unacceptable personal conduct. Consistent with sound employee relations practices, it is most important that all disciplinary actions, including dismissal, be administered in as near a uniform manner as possible throughout the company.

**Policy:** When any employee is unable or unwilling to perform duties of his assigned position in a satisfactory manner or has committed any act to the prejudice of the Company, or has failed to perform any act that was his/her duty to perform, failed a routine substance abuse testing, or otherwise has become subject to corrective action, the appropriate supervisor has the authority to take whatever action is warranted in consultation with the administrator. Document all discipline and allow an employee a “mentor” if requested. The action taken may extend to:

* + Termination from service for just cause
  + Mandatory retirement
  + Reduction in pay
  + Suspension without pay not to exceed ninety (90) days
  + Warning (verbal or written)
  + Probation

In any case of reduction in pay or suspension, the appropriate supervisor shall immediately furnish the employee and the Administrator with a written statement documenting the reasons for the action.

If an employee receives a written warning, the warning shall become a permanent part of his/her personnel file. A verbal warning will also be documented and become part of an employee's personnel file.

Conduct unbecoming an employee shall be considered just cause for disciplinary action and/or termination from service. Such conduct may include, but not be limited to:

* Fraud
* Abuse
* Neglect
* Misappropriation of Client Property/Funds
* Stealing
  + Being intoxicated or drugged while on the job
  + Making untrue statements with intent to deceive
  + Frequent absenteeism
  + Unprofessional actions
  + Unexcused absences and late reporting

**CROSS REFERENCE POLICY**

1. Child and Elder Abuse Reporting Policy
2. Reportable Events Policy
3. Drug Testing Policy