

## River Valley Child Development Services

# Progressive Discipline: Performance and Conduct Procedure

Effective: September 1, 2008

### Disciplinary Action Sequence

- 1<sup>st</sup>- Written warning
- 2<sup>nd</sup> – 2<sup>nd</sup> Written warning
- 3<sup>rd</sup>- Performance Improvement Plan (PIP) (with or without suspension)
- 4<sup>th</sup>- Termination

### Written Warning (1<sup>st</sup>)

Supervisor will confer with Program Director prior to taking this action and review unacceptable conduct and/or substandard work performance.

Director and/or designated person in authority will discuss unacceptable conduct and/or substandard work performance with employee and establish an informal plan for improvement within a time frame using the Disciplinary Notice to Employee. All supporting documentation citing violated policy(ies) will be attached to the original Disciplinary Notice to Employee.

Director and/or designated person in authority will advise employee that failure to meet expected conduct and/or work performance will result in further disciplinary action up to and including termination.

Employee is requested to sign original Disciplinary Notice to Employee; original will be sent to Human Resources and filed in employee's personnel file. A copy will be given to employee and a copy kept by Director.

Should an employee refuse to sign the Disciplinary Notice, a notation to the effect must be made by the Program Director on the Employee's Signature line.

### Written Warning (2<sup>nd</sup>)

Director and/or designated person in authority will discuss unacceptable conduct and/or substandard work performance with employee and give the employee a written reprimand that establishes a plan for improvement within a time frame using the Disciplinary Notice to Employee. All supporting documentation citing violated policy (ies) will be attached to the original Disciplinary Notice to Employee.

Director and/or designated person in authority will advise employee that failure to meet expected conduct and/or job performance will result in further disciplinary action up to and including a Performance Improvement Plan (PIP) and possibly a two day suspension without pay at Director's discretion. Further disciplinary action up to and including termination is possible.

Employee is requested to sign original Disciplinary Notice to Employee; original will be sent to Human Resources and filed in employee's personnel file. A copy will be given to employee and a copy kept by Director.

Should an employee refuse to sign the Disciplinary Notice, a notation to the effect must be made by the Program Director on the Employee's Signature line.

### **Performance Improvement Plan (PIP) (3<sup>rd</sup>)**

Director will confer with the Executive Director prior to taking this action and review unacceptable conduct and/or substandard work performance.

Director and/or designated person in authority will discuss unacceptable conduct and/or substandard work performance with employee and issue a Performance Improvement Plan (PIP) with a time frame using the Disciplinary Notice to Employee. This plan may include a two day suspension without pay at Director's discretion. Director will advise employee of the dates of the suspension.

Employee is requested to sign original Disciplinary Notice to Employee; original will be sent to Human Resources and filed in employee's personnel file. A copy will be given to employee and a copy kept by Director.

Should an employee refuse to sign the Disciplinary Notice, a notation to the effect must be made by the Program Director on the Employee's Signature line.

### **Termination (4<sup>th</sup>)**

When an employee fails to fulfill the terms of a PIP or commits any subsequent infraction or violation, the Program Director will request approval from the Executive Director to issue a Disciplinary Notice to Employee terminating employee. The Disciplinary Notice will be delivered to the employee by the Program Director and the Human Resource Coordinator or designated person in authority. Termination is the disciplinary action taken regardless of the reason for infraction.

Employee is requested to sign original Disciplinary Notice to Employee; original will be sent to Human Resources and filed in employee's personnel file. A copy will be given to the employee.

Should an employee refuse to sign the Disciplinary Notice, a notation to the effect must be made by the Program Director on the Employee's Signature line.

### **Other**

If an employee with disciplinary actions requests a program transfer, a copy of disciplinary actions will be forwarded from Human Resources along with the internal application packet to the Program Director responsible for hiring.

Discipline may begin at any step in the procedure depending upon the seriousness of the offense as outlined in the Work Rules.

In a situation where a serious violation has allegedly occurred, the Program Director will determine whether or not to remove the employee from the immediate situation and will notify the Executive Director immediately. Violations of a serious nature may result in immediate suspension or termination.

If an employee reports being charged with or pleading guilty to a job related criminal offense, employee may be suspended, terminated or placed in a position unrelated to the criminal charge until the charge is resolved.

Situations concerning child development center or school age program employees will be dealt with according to the state licensing regulations.

### **Rolling 12 Month Period**

For the purposes of this policy "a rolling consecutive 12-month period from the date of the first disciplinary notice" is the day after the one year anniversary first notice was finalized.

After 12 months from the first warning, the earliest dated warning will become inactive and the next disciplinary action to be taken will back up one step to determine the current sequence of this disciplinary process.

Infractions become inactive if they are not in the 12 month period counting backwards from the most recent infraction.

Example:

- May 4, 2005 1<sup>st</sup> written warning
- July 15, 2005 2<sup>nd</sup> written warning
- January 4, 2006 3<sup>rd</sup> Performance Improvement Plan
- May 4, 2006 One year anniversary
- May 5, 2006 1<sup>st</sup> written warning becomes inactive and disciplinary action sequence changes. Second written warning becomes a first written warning (1<sup>st</sup>), PIP becomes 2<sup>nd</sup> written warning (2<sup>nd</sup>) and next discipline becomes a PIP (3<sup>rd</sup>)