

# PEOPLE'S PLACE

## Discipline Policy

Approved By: Board of Directors  
Review/Revision Date: 03/01/2022

### 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 and volunteers.

### IV. DEFINITIONS

- A. Warning- Constructive effort by the supervisor to help employees achieve full satisfactory standards of conduct and job performance. May involve correcting shortcomings or negative behavior to the extent required.
- B. Reprimand – A written document which states the consequence for the employee's offense which is reviewed with 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 without pay.
- E. Termination – Separation from employment initiated by the agency.
- F. Job Abandonment – absent for three consecutive scheduled work days without notice.

### V. STANDARDS

- A. All suspensions and probations must be approved by the Associate Director and/or the Executive Director.
- B. Terminations must be approved by the Executive Director in advance.
- C. All disciplinary measures will be documented in writing.
- D. Job abandonment will be considered automatic resignation from employment.
- E. Reprimands will be forwarded to Human Resources for distribution to all Supervisors of that employee.

- F. Written Warnings will be kept by the supervisor and will only be forwarded to the personnel file if further disciplinary action is taken with-in 1 year.
- G. All employment is at will which means that employment may be terminated with or without cause or advance notice.
- H. 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.
- I. Supervisors must approach the employee about any disciplinary matters within two weeks from the time they are made aware of the infraction.

**VI. PROCEDURES**

**Individual Responsible**

**Action**

Supervisor/ Program Director

1. Decides upon appropriate disciplinary action.
2. Supervisors can only decide on and implement warnings. Program Directors can decide on and implement warnings and reprimands. Supervisor/Program Director discusses decision with their supervisor.

Program Director/ Associate Director/  
Executive Director

1. Approves/disapproves disciplinary decision.
  - Program Director or above must approve/disapprove reprimands.
  - In cases of suspensions or probations, the Associate Director/Executive Director must approve/disapprove.
  - Executive Director must approve/disapprove involuntary terminations.

Supervisor/ Program Director

1. Discusses level of discipline with employee. Supervisors can only discuss warnings.
2. Has employee sign to verify receipt of reprimands and above disciplinary action.
3. Gives copy to employee.
4. Forwards all disciplinary action reprimand and above to Administration for inclusion in the employee's personnel file.
5. Informs the employee that any reprimands and above will be considered in their next annual evaluation.
6. Forwards payroll status change notice form to payroll if being placed on suspension.
7. Forwards separation from employment form to payroll/administration if being terminated.

**Individual Responsible**

Human Resources

**Action**

1. Human Resources distribute copies of any written disciplinary action to all supervisors of that employee.
2. Places disciplinary action into personnel file.

**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