



## REGINA COELI EMPLOYEE PROGRESSIVE DISCIPLINE

### POLICY:

Regina Coeli's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues.

Outlined below are the steps of Regina Coeli's progressive discipline policy and procedures. Regina Coeli reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Regina Coeli and its employees.

### PROCEDURES:

#### Coaching/Counseling Opportunity

**The intent of the coaching/counseling step is to address an issue with an employee before it becomes more serious and to work with the employee to find a solution.**

- This is an opportunity for the supervisor to discuss with the employee performance or conduct that is minor in nature but nonetheless unacceptable, as well as the expectations for improvement.
- Signature of employee is not required.
- This does not need to be sent to HR unless the issue escalates to a written corrective action.
- Examples:
  - Tardiness
  - Attendance
  - Failure to meet deadlines
  - Concerns noted on Monitoring Reports for the first time

#### Written Warning

**The purpose of the written warning is to formally address an issue with an employee that has continued despite a verbal warning or that is serious enough to warrant skipping the verbal warning, with the intent of stressing the need for the employee's conduct or performance to improve.**

- The written corrective action will clearly describe the deficiency in the performance or conduct and will cite the policy, licensing regulation or procedure violated.
- The supervisor should complete a written warning form outlining the reason for the disciplinary action, the corrective action required, and the consequences if improvement is not made or if additional infractions occur.
- Use Written Warning Form
- Examples:
  - Continued Tardiness

- Failure to follow Critical Incident Guidelines
- Failure to report important information
- Failure to meet payroll deadline
- Continue concerns noted on Monitoring Reports

## **Final Warning**

**When performance or conduct issues continue despite prior warnings or when immediate action is necessary due to the severity of an employee's conduct, a final warning is the next step, with a temporary suspension. The purpose of the final warning is to clearly inform the employee that the employer will not tolerate any further infractions and that the employee is being provided with a last chance to correct their performance or behavior before being terminated.**

- The final warning will clearly describe the deficiency in the performance or conduct and will site the policy, licensing regulation or procedure violated.
- The Supervisor will discuss the final warning with the employee; counsel with the employee in ways that the behavior or performance may be improved. Employees are required to sign receipt of a last chance agreement.
- Use Written Warning Form and Performance Improvement Plan
- **Performance Improvement Plan (PIP)** - The employee shall be placed on a three (3) day administrative leave without pay and a Performance Improvement Plan (PIP).
  - Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization.
  - As part of the PIP, the employee will provide 2-3 professional goals that will help progress improvement toward the performance issues.
- Examples:
  - Continued Tardiness
  - Continued violation of company policies
  - Insubordination
  - Violation of Critical Incident Guidelines
  - Violation of Child Release Procedures
  - Violation of Adult Conduct Policy

## **Recommendation Termination**

**If the employee fails to meet the expectations as described in the final warning or PIP or the violation is serious enough to warrant termination, a recommendation of termination should be initiated.**

- At this point, the employee should be fully aware of their performance or conduct issue(s), and the termination decision should not come as a surprise.
- Examples:
  - Theft
  - Job Abandonment
  - Violation of Code of Ethics
  - Violation of Behavior Management Policy & Procedures
  - Violation of Responsive Care Policy & Procedures
  - Violation of Active Supervision Procedures

***The goal of the employee progressive discipline process is to address any issues and concerns at the lowest level to help all staff be successful in their roles.***