

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Personnel

**POLICY NO:** 03-024

**SUBJECT:** Employee Discipline

**EFFECTIVE DATE:** July 1987

**Policy:**

Supervisors have the authority to discipline personnel for violations of agency policy. Discipline will be applied consistently and without discrimination. Confidentiality will be observed in all instances, and the employee's personal dignity will not be jeopardized. Possible disciplinary actions include:

1. Verbal warning.
2. Written reprimand.
3. Imposed probation.
4. Suspension.
5. Decision day.
6. Termination of employment.

These possible disciplinary actions may not necessarily be followed consecutively. The level of disciplinary action and the employee's subsequent right to correct the behavior or problems in performance should be determined by the degree of severity and/or frequency of the action.

**Procedures:**

1. Verbal Warning: When a supervisor observes that an employee is not following the intent and/or spirit of agency policies or procedures a verbal warning may be given. The supervisor will make note of the date and content of their warning in a memo to the employees personnel file.
2. Written Reprimand: When it becomes apparent to the supervisor that there may have been a violation of agency policy or procedure, he/she will arrange a formal meeting with the employee to discuss the situation. The specific violation will be discussed. Specific measures for correction will be determined. A date will be set to review the progress. The meeting will be documented in a Performance Discussion Form in Paycom and maintained in the employee's file.
3. Imposed Probation: Should an employee's actions be serious enough to require a more extensive disciplinary action the employee could be placed on an imposed probation for a

period not to exceed three months. The following information will be included in the Performance Discussion Form:

A. The employee would be notified in writing of the imposed probation, the length of the imposed probation, the reason why this probation is considered necessary, and how the problem can be corrected.

B. The Performance Discussion Form documenting the written probation will be forwarded to the Human Resource Director and maintained in the employee's file.

4. Suspension: An employee under review for suspected abuse or criminal activities or violation of workplace rules or regulations may be suspended for up to 5 days pending a full investigation in house or by responsible government parties. Following such an investigation, the employee may be reinstated with full back pay at the discretion of the CEO. The suspension period is intended to be used by the employee, the supervisor, and the department director to assess the situation and make decisions regarding further disciplinary action. No salary will be paid to the employee while on suspension. Employees who feel that they have been suspended under unfair conditions should utilize the Grievance procedure outlined in Policy No. 03-026.

5. A decision day (with or without pay) may be utilized to impress upon the employee the seriousness of a situation and to provide an additional opportunity for more concise communication between a supervisor and an employee. The employee will be required to return, after a decision day, to a meeting with the supervisor showing their written plan of improvement. The supervisor will then decide if the plan of improvement and other discussions warrant permission to return to work. The Decision Day form will be used, and the original will be forwarded to the HR Director to place in the employees file.

6. Termination of Employment:

A. All employees of Cottonwood, Inc. are employed on an employment at-will basis. Exceptions to the employment at-will doctrine include protection from any violation of constitutional rights, violation of state or federal statutory rights or if the termination is against public policy.

B. When terminating an employee, the supervisor will complete a Personnel Action Form and forward it along with all supporting documentation to be placed in the employee's personnel file, after being reviewed by the department director, Administrator of Services and CEO. Wages may be paid in lieu of notice.

C. An employee who is terminated will be asked to participate in an exit interview with their supervisor or as per Policy 03-027. If the employee declines to participate in an interview the supervisor will complete the form based on his/her knowledge.

D. Former employees who feel they have been terminated under unfair conditions should utilize the Grievance Procedure outlined in Policy No. 03-026 within 30 days of last day worked.

7. Nothing in the above procedures is meant to indicate that these procedures will be followed in a progressive manner. An employee will be terminated immediately if confirmed by APS of abuse, neglect or exploitation of consumers, even if there have been no previous disciplinary actions. Additional instances that could result in immediate termination could include: violence, threat of violence, intimidation, stalking, bringing a weapon to work, using or under the influence of drugs or alcohol at work, theft, sexual harassment, suspension of drivers license if job requires driving, and gross insubordination. The list above is not intended to be an all inclusive list.

Disciplinary Actions #1 through 5 are meant to clearly state problem performance so the employee and his/her supervisor understand each other and the type of improvements that need to be made to comply with "best practice."

Employees are encouraged to consult their supervisor or HR Director with questions about policies and procedures to fully understand the letter and the intent of the policies.