

# POLICY AND PROCEDURE

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## REACH for Tomorrow

POLICY: RHR-570

TITLE: Disciplinary Process

EFFECTIVE DATE: 12/8/24

**AUTHORIZED BY: Board of Trustees**

This policy shall apply to all employees of REACH for Tomorrow.

### 1. Disciplinary Process

- 1.1. Violation of REACH for Tomorrow rules or policies may result in corrective action ranging from a verbal warning to termination, depending upon the nature of the violation and the facts of the particular case.
- 1.2. Whenever appropriate, the CEO may consider corrective action prior to discharge. In such cases, the supervisor will discuss the employee's infraction of rules or policies with the employee and document the discussion in writing.
- 1.3. If a corrective action plan is given, the employee may provide written response.
- 1.4. Failure of an employee to meet the corrective measures set forth in the corrective action plan may result in disciplinary action up to and including termination.
- 1.5. The CEO retains the sole authority for suspending or terminating an employee.

### 2. Complaints & Appeals

- 2.1. REACH for Tomorrow shall allow employees, who are not being terminated, the opportunity to respond to disciplinary actions within a formal grievance process.
- 2.2. The CEO is the final step in any employee complaint or appeal process.
- 2.3. This policy does not supersede REACH for Tomorrow "At Will" employment policy.

### References:

CARF Standards Manual, Workforce Development and Management RHR-501  
Employment at Will