

POLICY AND PROCEDURE

REACH for Tomorrow

POLICY: RC-900-G

TITLE: Disciplinary

EFFECTIVE DATE: 7/20/21

AUTHORIZED BY: Board of Trustees

Disciplinary Policy

It is the policy of REACH for Tomorrow that appropriate disciplinary action, up to and including immediate dismissal from employment shall be taken regarding any employee misconduct or criminal conviction that bears a direct and substantial relationship to that employee's position.

Disciplinary Action

The following are grounds for disciplinary action:

1. Incompetence
2. Inefficiency, including a deficit in billing productivity, when applicable
3. Dishonesty
4. Insubordination
5. Immoral conduct affecting job performance
6. Neglect of duty
7. Discourteous treatment of the public
8. Any other failure to exhibit good behavior
9. Any other acts of misfeasance, malfeasance, or nonfeasance in office
10. Breach of confidentiality and/or violation of Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security standards.
11. Abuse of alcohol or drugs

One or more of these grounds will be cited in every disciplinary action unless otherwise specified by law or in this manual.

Oral/Written Reprimands

The first step of disciplinary action is a meeting between the employee and his/her supervisor, where the employee should be advised of the grounds for disciplinary action due to misconduct.

Documentation of an oral reprimand, noting the cause for action and bearing the employee's and supervisor's signatures, should be placed in that employee's personnel file.

If the supervisor issues a written reprimand, it should describe the cause for action, the circumstances, the employee's defense, and the decision of the supervisor. The reprimand should be signed by the employee and supervisor and forwarded to the Executive Director (Danielle Ratcliff). A copy should be placed in the employee's personnel file.

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Suspension, reduction, and termination may be imposed for serious or repeat offenses. The Executive Director (Danielle Ratcliff) shall be informed of the possibility of such disciplinary measures by the supervisor.

Voluntary Separation

Required Notice

All employees of REACH for Tomorrow are required to notify their immediate supervisor and the Executive Director (Danielle Ratcliff), in writing, of their intent to leave their position at least two weeks (ten working days) prior to the effective date of the resignation. The notice will include the expected last day of work and the reason(s) for the resignation.

Procedures After Submission of Notification

The Executive Director (Danielle Ratcliff) reserves the right to accept a resignation immediately upon receiving it from the employee. In such instances, the employee's position with the company is terminated effective immediately. An employee may have the choice to work out a two-week notice if it is approved by the Owner/Supervisor. An employee may not use PTO during those last 10 days of employment.

The employee will be required to return all property of REACH for Tomorrow prior to receiving their final paycheck.

The employee may request an exit interview upon submission of the notice of separation.