



# Standard Operating Procedures (SOP) Administration

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<b>Title of SOP Author</b>	HR Manager	<b>Date of E.D. Approval</b>	2-2016

	<b>Disciplinary Procedures</b>
<b>Purpose</b>	<p>The purpose of this policy is to clarify guidelines for employee conduct.</p> <p>Employment with YVEDDI is “at will,” which means it is subject to termination by either YVEDDI or the employee at any time, for any reason.</p>
<b>References</b>	<p>YVEDDI Human Resource Policy Manual – pages 14-15</p> <p>YVEDDI’s Performance Correction Notice form - Management Log-In Page on <a href="http://www.yveddi.com">www.yveddi.com</a></p> <p>YVEDDI’s Coaching form - Management Log-In Page on <a href="http://www.yveddi.com">www.yveddi.com</a></p>
<b>Scope</b>	All YVEDDI employees
<b>Definitions</b>	
<b>Procedure</b>	<p><b>It is the duty and the responsibility of every YVEDDI employee to be aware of and abide by the existing policies and procedures.</b></p> <p>YVEDDI may give an employee the opportunity to correct a work-related discipline problem.</p> <p>This does not in any way limit or eliminate the Agency’s right to terminate the employment relationship at will.</p> <p><b>COACHING</b></p> <p>The immediate supervisor or director should approach corrective measures in an objective manner. If the employee’s performance of assigned tasks is the issue, the supervisor or director should confirm that proper instructions, appropriate orientation and training have been given and that the employee is aware of job expectations. Not only single incidents, but also patterns of poor performance, should be of concern as these are indicative of overall performance.</p> <p>If misconduct is the issue, the supervisor or director should take steps to ensure that the employee has been made aware of the company’s policies and regulations regarding the infraction.</p> <p>If appropriate instruction or information was not communicated, a plan for such communication should be immediately developed and reviewed with the employee.</p> <p>When a problem first occurs, the supervisor should document and discuss with the employee:</p> <ul style="list-style-type: none"> <li>• The date, details and nature of the problem;</li> <li>• The action necessary to correct it; and</li> <li>• The disciplinary action which may result from continued violations.</li> </ul> <p>Coaching conversations with the employee regarding a problem should always be documented, though these types of coaching session do not have to be reported to HR or put into the employee’s personnel file unless the problem continues or worsens.</p>



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## **PERFORMANCE CORRECTION**

If the violation is of a serious nature or if there is a recurrence, the supervisor shall issue a Performance Correction Notice, which includes:

- A description of the violation;
- A summary of previous violations and disciplinary action(s), if any;
- Correction action to prevent further violations; and
- Disciplinary action which may result if correction actions are not taken.

The written Performance Correction Notice can be an oral warning, a written warning or a final written warning, depending on the nature of the incident.

Further violations may result in the Executive Director suspending, placing on probation or terminating the employee.

The Program Director should discuss any recurring issues or concerns with the HR Manager. The Program Director should also speak with the HR Manager when the issue is sensitive or extremely difficult.

The severity of the disciplinary actions increase with each step and go in order as follows:

- Coaching conversations (use Coaching form)
- Verbal Warning (use Performance Correction Notice)
- Written Warning (use Performance Correction Notice)
- Final Written Warning (use Performance Correction Notice)
- Termination (letter developed by director, and reviewed and approved by the HR Manager and Executive Director prior to issuance)

Suspensions and probationary periods can be included with any step if deemed necessary by the Executive Director.

**The severity of the problem will determine the severity of the disciplinary action and any step can be skipped. If a situation warrants it, termination could be the first step, even without any prior disciplinary actions against the employee.**

Only the Executive Director has the authority to terminate an employee. In serious situations, (i.e., risk to program integrity, risk to health or safety, and similar circumstances in the discretion of the supervisor) the supervisor may take immediate steps to remove an employee from the premises or suspend from work pending investigation.

**All disciplinary actions will be documented with the employee's acknowledgement and signature or reason for employee not acknowledging and signing and included in the employee's personnel file.**