



## CORRECTIVE ACTION POLICY

Approved by the Board of Directors September, 2024

Sunshine Village will work to help employees understand and comply with all agency policies and processes and work to assist employees to satisfactorily perform all aspects of their job. If any employee is unable, or unwilling, to comply with policies, rules, regulations, and processes and/or successfully perform their duties, the agency will undertake a series of corrective actions to educate and encourage employees to become successful. How, and how often, Sunshine Village educates and encourages employees will be at the agency's discretion, dependent upon the severity and frequency of the actions or the consequences of the action.

Corrective action will begin with the employee's manager or supervisor, or a member of the human resources department, notifying the employee of the policy or policies not being complied with and/or the job duties that require improvement in performance. This may happen informally through a conversation and then, depending on the seriousness of the issues, documentation of the notification. If the employee continues to disregard a policy or process, or is unable to improve their job performance, the agency will undertake the following:

1. Through a first level warning.
2. Through a second level warning. (If an employee is in their introductory period, or if an action or inaction is severe, this level may be skipped.)
3. Through a final written warning and/or an unpaid suspension-and the employee will be placed on a 90-day improvement plan. This will be concluded when a formal evaluation has been completed and the employee is then back in "good standing".
4. Through an involuntary termination.

At any time, the organization may need to enforce a temporary suspension or forced leave of absence without pay to undertake an internal investigation - or allow a regulatory body to perform an investigation. The agency will remain in contact with the employee during the course of the investigation and then notify the employee of its outcome and the impact on the employee's job.

The applicability or the extent to which any of these corrective actions are utilized will depend upon the sole discretion of management as determined by the scope of the problem involved and the circumstances. Any misconduct or serious failures or inadequacies may be dealt with by an immediate termination or discharge and any of the above steps may be skipped depending on the circumstances. Nothing in this policy should be construed as a promise of specific consequences in any given situation.

The Executive Director, or his/ her designee, will approve all discharges based upon recommendations from management. Employees may contest their corrective action or discharge using the agency's formal grievance procedure which is outlined in the Grievance Policy.

**Eligibility for bonus money and/or transfers and/or promotions:** coaching and counseling, including those that are documented, will not impact the employee's eligibility for bonus money or their ability to transfer to a different program/ department or apply for a promotion. First and second level warnings will remain in effect for six months and will not impact bonus money or

the consideration of a request for a transfer to another program/ department; however, an employee will not be considered for a promotion during the six-month time period. Final warnings will remain in effect for one year and consideration will not be given to an employee who requests a transfer or applies for a promotion during that one-year time period. If bonus money is distributed while an employee is on an improvement plan or in an introductory period, a portion or all of the money will be distributed to the employee after a formal evaluation has been completed after 90 days.

**Access to property after termination:** in the event of an involuntary termination, former employees are allowed access to the organization's administrative office only, in order to conduct business. Should the former employee disrupt the operations of Sunshine Village in any way, or pose a threat to employees, clients or visitors, they may be asked to leave the premises. Anyone who causes significant security related concerns may be barred from the properties by notice of a trespass order filed with the local police department. In the event of a voluntary termination, the former employee may access the administrative office or their former program with the approval of management.