

Written: 05/16/17	Policy	Progressive Discipline Policy
Approved: 06/22/2017		Dept.: All
Reviewed/Revised: 05/16/17		Written By: Logan Brown

**Policy:**

The Area Agency on Aging, Inc.’s progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. It has been designed consistent with the Area Agency on Aging, Inc. organizational values, human resource (HR) best practices and employment laws.

**Procedure:**

When an employee demonstrates job performance issues, the employee’s supervisor, with the assistance of human resources will work to secure the needed improvement in job performance. The following steps will be used as a working guide to facilitate Area Agency on Aging, Inc.’s progressive discipline policy.

**Step 1: Counseling and verbal warning**

Step 1 creates an opportunity for the immediate supervisor to schedule a meeting with the employee to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem.

The supervisor will prepare written documentation of the counseling and verbal warning by completing a Disciplinary Action Report. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

**Step 2: Written warning**

The Step 2 written warning involves more formal documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. The supervisor will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

The supervisor will prepare a written warning. The warning should outline that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken.

**Step 3: Final written warning and Suspension**

The Step 3 final written warning involves documentation of the performance, conduct or attendance issues and consequences.

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During Step 3, the immediate supervisor will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plan. The supervisor will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

The supervisor will prepare a final written warning. The warning should outline that the employee will be terminated if immediate and sustained corrective action is not taken.

***Suspension***

There may be performance, conduct or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from HR.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws. Nonexempt/hourly employees may not substitute or use paid time off (PTO) in lieu of the unpaid suspension.

Pay may be restored to the employee if an investigation of the incident or infraction exonerates the employee.

**Step 4: Recommendation for termination of employment**

Generally, Area Agency on Aging, Inc. will try to exercise the progressive nature of this policy by first providing warnings, a final written warning or suspension from the workplace before proceeding to a recommendation to terminate employment. **However, Area Agency on Aging, Inc. reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.**

Management’s recommendation to terminate employment must be approved by HR.