

<b>Chapter:</b>	Human Resources		
<b>Title:</b>	Progressive Discipline		
<b>Policy:</b> <input checked="" type="checkbox"/> <b>Procedure:</b> <input type="checkbox"/>	<b>Review Cycle:</b> Triennial <b>Author:</b> HR Spec.	<b>Adopted Date:</b> 07.2023 <b>Review Date:</b> 07.2023	<b>Related Policies:</b> Equal Employment Opportunity Employee Separation

**Purpose:**

Hopeful Horizons (HH) strives to promote a positive agency culture and work environment, however, there may be times when employee discipline is needed. HH has adopted the principles of progressive discipline to address issues such as attendance, poor work performance and/or misconduct to encourage employees to become more productive workers and to adapt their behavior to HHs’ standards and expectations.

**Scope:**

This policy applies to

- All HH Staff                       Selected HH Staff, as specified:
- HH Board Members               HH Volunteers
- Other:

**Policy:**

Behavior/performance issues can be disruptive and can place an unfair burden on HHs’ and other employees’ ability to serve our clients, donors and other stakeholders. To assure HH is fair and consistent with how performance and conduct problems are addressed, this progressive discipline policy has been adopted. The related procedure on how the policy is administered includes four steps:

- Coaching/counseling (verbal warning)
- First written warning
- Second written warning
- Final written warning

Generally, HH will try to exercise the progressive nature of this policy by first providing two written warnings and issuing a final written warning and/or suspending the employee from the workplace before proceeding to a recommendation to terminate employment. However, HH reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, HHs’ employees are at-will and may be terminated without prior notice or disciplinary action.

Documentation of all steps in the progressive discipline process shall be reviewed with Human Resources, and as necessary the Human Resource Business Partner. Final authority and approval for employee termination rests with HHs’ CEO.

**Communication and Training:**

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board’s policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Supervisors and managers shall receive additional training on the implementation and documentation required for administering progressive discipline.

**Definitions:**

1. Employment-at-will: A legal doctrine which states that an employment relationship may be terminated by the employer or employee at any time and for any or no reason if no laws are violated.
2. Human Resource Business Partner (HRBP): A human resource business partner is an HR professional who uses their experience to help companies and their leadership teams create or evolve their HR departments. HHS uses a Professional Employer Organization (PEO) as our HRBP.
3. Professional Employer Organization: A PEO, or professional employer organization, is a type of full-service human resource outsourcing known as co-employment. In this arrangement, the PEO performs various employee administration tasks, such as payroll and benefits administration, on behalf of a business.
4. Progressive discipline: Progressive discipline is an approach that uses a graduated system of discipline to address behavioral and performance issues. The purpose of progressive discipline is to provide employees with a reasonable opportunity to correct and improve issues, while also providing fair notice of the consequences of not correcting those issues.
5. Suspension: Employee suspension involves someone being asked to remain away from work temporarily. It's usually when disciplinary matters are under investigation, and it's deemed inappropriate for the employee to remain working during that period of the inquiry.

**Other Related Materials:**

Code of Conduct  
Progressive Discipline Procedure  
Progressive Discipline – Corrective Action Form

**References/Legal Authority:**

NA

**Change Log:**

Date of Change	Description of Change	Responsible Party
07.2023	This is a new policy.	R. Lucovich, Human Resource Specialist