



Disciplinary Process

[Owner: Office of Human Resources]

The disciplinary process is designed to facilitate discussion and handling of concerns that may arise during the course of employment, such as performance deficiencies, inappropriate behavior, violation of work policies and rules, serious misconduct, and other issues. Desired outcomes of the process are to identify improvements needed, to provide a well-documented record which will support any necessary future action, and to establish fair and timely treatment for dealing with problems.

The Diocese has established this process in an attempt to provide employees with notice of deficiencies and an opportunity to improve. However, this policy does not alter the “at-will” status of employment established in Policy 2.2.2.1. (Nature of Employment Relationship) of this Manual or in any way restrict the Diocese’s right to bypass the disciplinary process. In some situations, immediate termination may be appropriate. The Diocese reserves the right to determine these situations.

It is the direct responsibility of the supervisor to monitor employee performance and workplace behavior and to provide feedback to employees to correct deficiencies and/or other issues. If after providing feedback, an employee is not meeting standards of behavior or performance, the employee’s supervisor should take the following action:

- Verbal Warning: Meet with the employee to discuss the matter. Inform the employee of the nature of the problem and needed corrective action. Issue a Verbal Warning to the employee and determine a timeframe for improvement. Prepare documentation that includes the date, deficient performance or behavior discussed, corrective action requested and the time frame given for correction of the problem. Send the documentation to the Director of Human Resources for the employee’s personnel file.
- Written Warning: If the Verbal Warning is not effective, the employee will be given a Written Warning by the supervisor. The supervisor shall inform the Chief Operating Officer prior to a written warning being issued. All written warnings should be approved by the Director of Human Resources. All written disciplinary statements will include date, deficient performance or behavior discussed, corrective action requested, the time frame given for correction of the problem, and notice that failure to correct the deficiency will result in more severe disciplinary action, with both the supervisor and employee signing the form. Give a copy to the employee; send the original to the Director of Human Resources for inclusion in the employee’s personnel file.
- Final Warning or Suspension: If improvement as prescribed in the Written Warning does not occur within the noted time frame or if work performance or behavior problems that are of a serious

nature occur, disciplinary action in the form of a Final Warning. The supervisor will prepare a written report describing the occurrence and recommended action to the Director of Human Resources. The Final Warning will be issued to the employee by the supervisor in conjunction with the Chief Operating and Financial Officer and/or the Director of Human Resources. Documentation will include date, deficient performance/behavior discussed, corrective action requested, and notice that failure to correct the deficiency will result in termination of employment.

- Termination: If lack of sufficient improvement continues, termination shall be recommended by the supervisor to the Chief Operating and Financial Officer and the Director of Human Resources. The termination policy will be followed for approval and subsequent termination of the employee.

The disciplinary process may also be applied to an employee who exhibits a series of unrelated job performance or behavior problems.

All disciplinary action is required to be prompt, factual, well documented, investigated thoroughly and the employee given the opportunity to respond. Depending on the nature of the violation, it may be determined that placing an employee on administrative leave, pending investigation, is in the best interests of the Diocese and/or employee. An employee placed on administrative leave will be informed of the reason for the leave and pay status during the leave, and will receive instructions regarding being available during leave.

Performance deficiencies and inappropriate conduct which can give rise to all levels of disciplinary action are listed in Policy 2.2.4.10 (Standards of Conduct) of this Manual. The list is not exhaustive.

In cases involving a major breach of policy or violation of law, the Director of Human Resources, upon the recommendation may determine that immediate disciplinary action including termination is warranted. (See Policy 2.2.6.3 of this Manual).

Employees who believe they have been disciplined unfairly may reply to a written disciplinary statement through the Grievance Process in Policy 2.2.4.1.12 of this Manual