

## The Right Door for Hope, Recovery and Wellness

Chapter Title	Section #		Subject #
Human Resources	HR		570
Subject Title <b>Disciplinary Process</b>	Adopted  10/28/02	Last Revised  06/17/16	Reviewed 2/2/26/07; 10/27/08; 1/25/10; 1/24/11; 2/27/12; 4/22/13; 7/28/14; 6/22/15; 6/27/16; 7/24/17; 7/23/18

### **POLICY**

#### **Application**

This policy shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

#### **1.0 Disciplinary Process**

Violation of The Right Door for Hope, Recovery and Wellness rules or policies may result in corrective action ranging from a verbal warning to termination, depending upon the nature of the violation and the facts of the particular case.

- 1.1 Whenever appropriate, the CEO may consider corrective action prior to discharge. In such cases, the supervisor will discuss the employee's infraction of rules or policies with the employee and document the discussion in writing.
- 1.2 If a corrective action plan is given the employee may provide written response.
- 1.3 Failure of an employee to meet the corrective measures set forth in the corrective action plan may result in disciplinary action up to and including termination.
- 1.4 The CEO retains the sole authority for suspending or terminating an employee.

#### **2.0 Complaints & Appeals**

- 2.1 The Right Door for Hope, Recovery and Wellness shall allow employees, who are not being terminated, the opportunity to respond to disciplinary actions within a formal grievance process.
- 2.2 The CEO is the final step in any employee complaint or appeal process.
- 2.3 This policy does not supersede The Right Door for Hope, Recovery and Wellness "At Will" employment policy.

#### **References**

CARF Standards Manual, Business Practices, Human Resources,  
HR-501 Employment at Will

Nancy Patera, Board Chairperson	Date		