

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: Disciplinary Action

Policy #: 1.10

Prepared by:

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Approved by: Board of Directors

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1.10 Disciplinary Action

When the personal conduct or behavior of an employee does not conform to standards appropriate for the Clinic environment, appropriate disciplinary actions will be taken. The disciplinary action will be based on the seriousness of the offense, the employee's past record and length of service and/or the circumstances surrounding the particular situation. The Center may utilize whatever form of discipline is deemed appropriate under the circumstances in its sole discretion, up to and including termination of employment, without following any progressive disciplinary steps.

The nature of the disciplinary action depends upon several factors and the Center reserves the right to take appropriate action that could range from counseling to immediate discharge. Center's policy of disciplinary action in no way limits or alters the "at-will" employment relationship.

All documentation relative to disciplinary action will be placed in and remain a permanent part of the employee's personnel file and a copy will be given to the employee. By way of example only, and not by way of limitation, employee disciplinary action may be initiated for infractions including, but not limited to, the following:

- Falsification of employment documentation.
- Insubordination/failure to follow instructions.
- Unsatisfactory job performance.
- Theft and/or an attempt to defraud the Center, a patient, volunteer, employee or visitor.
- Excessive absenteeism or tardiness.
- Violations of stated policies in other sections of this Employment Policy Manual

- Violations of other published Center policies and rules.

Should an employee appeal a disciplinary action, all disciplinary action imposed prior to such an appeal will continue pending the outcome of the appeal procedure. Requests for appeals of any disciplinary

action must be received in writing by the Executive Director no later than fourteen (14) days after the employee receives notice of the disciplinary action. Such notice must state with specificity the reasons the employee contends the disciplinary action should be reduced, rescinded or altered. The Executive Director shall have the option, but not the obligation, of meeting with the employee. Any decision by the Executive Director on appeal must be rendered within 30 days of receipt of the request for appeal. Should an action be overturned as a result of an appeal, all related references or documentation would be expunged from the employee's record. Should the severity of an action be reduced as a result of an appeal, the original documentation will be removed from the employee's file and new documentation substituted to reflect the outcome of the appeal.