

Dorchester Presbyterian Church
Disciplinary Procedure
Session Approved: November 21, 2017

- 1) When substandard, poor or unsatisfactory performance trends are observed the following procedure should be followed:
 - The supervisor should bring to the employee's attention as soon as possible the infraction or performance issue(s) and discuss what is expected. A written summary is not necessary at this step but the supervisor may make a personal note for follow-up. More than one informal discussion may be needed to correct the situation and this step should be viewed as a training step.
 - If the performance issue continues, the employee and supervisor should meet privately to discuss expectations and develop written action steps for correction. The employee should be a part of developing the action steps. This discussion should be written and the employee given an opportunity to sign the improvement plan.
 - Continued performance issues or other poor performance may result in being placed on probation for up to 90 days. Again the employee should be given the opportunity to participate in developing action steps to correct the poor performance. While on probation the supervisor and employee should meet periodically to discuss progress. The probation review and progress reviews should be documented. When placed on probation the employee should be told and it should be documented that continued unsatisfactory performance could lead to suspension/termination.
- 2) Supervising staff have the authority to suspend an employee immediately without pay and without first consulting the Personnel Committee for the following reasons; fraud, insubordination, physical or substance abuse, or behavior detrimental to the church, school, students or employees.