

St. Andrews Parish Parks & Playground Commission  
**Policy Manual**

<b>Section:</b>	2	<b>Topic:</b>	Corrective Action
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Certain guidelines of personal behavior for all teammates are essential for the safe and orderly operation of SAPPPC's programs and departments, and to protect both teammates and customers. Teammates are expected to abide by the agency Culture Statement at all times.

**ALL EMPLOYEES OF SAPPPC ARE EMPLOYEES AT WILL. THIS SIMPLY MEANS THAT BOTH SAPPPC AND THE EMPLOYEE HAVE THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE OR REASON FOR TERMINATION, AND WITH OR WITHOUT NOTICE. THIS AT-WILL RELATIONSHIP EXISTS DESPITE ANY OTHER PROVISIONS OF THIS MANUAL OR ANY OTHER SAPPPC MANUAL OR DOCUMENT.**

SAPPPC intends to give teammates reasonable opportunity to improve their performance whenever productivity, quality, efficiency, or behavior is below an acceptable level. When performance falls below an acceptable level, corrective action may be imposed, including: verbal warning, written warning, Performance Improvement Plan, suspension, or discharge.

Outlined below are the steps of the SAPPPC's Corrective Action policy and procedures. SAPPPC reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the teammate's work record; and the impact the conduct and performance issues have on the organization.

Nothing in this policy provides any contractual rights regarding teammate discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between SAPPPC and its teammates.

*Oral reprimand or verbal warning:* This step creates an opportunity for the immediate supervisor to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the teammate the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the teammate must take to improve his or her performance or resolve the problem.

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Within five business days, the supervisor will prepare written documentation of the verbal counseling. The teammate will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

*Written reprimand or written warning:* A written warning involves more-formal documentation of the performance, conduct or attendance issues and consequences. The immediate supervisor and a department manager or branch director will meet with the teammate to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the teammate of his or her continued failure to meet performance or conduct expectations.

*Performance Improvement Plan:* The Executive Director and Human Resources Director will be notified immediately by any supervisor initiating a performance improvement plan (PIP). A formal PIP requiring the teammate's immediate and sustained performance improvement will be issued within five business days of the behavior discovered that requires this action. The PIP may also include a statement indicating that the teammate may be subject to additional discipline, up to and including termination, if immediate and sustained improvement is not made.

*Suspension and final written warning:* Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the teammate from the workplace. When immediate action is necessary to ensure the safety of the teammate or others, the immediate supervisor may suspend the teammate pending the results of an investigation.

Any recommended suspension is subject to approval from the Executive Director and HR Director.

Depending on the seriousness of the infraction, the teammate may be suspended without pay in full-day increments consistent with federal, state and local wage and hour employment laws. Nonexempt/hourly teammates may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt teammates is reserved for serious workplace safety or conduct issues. HR will provide guidance to ensure that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the teammate if an investigation of the incident or infraction absolves the teammate of wrongdoing.

*Discharge:* The most serious step in the Corrective Action process is a recommendation to terminate employment. Generally, SAPPPC will try to exercise positive corrective action, which allows the supervisor to share facts about the problem and discuss potential solutions with the teammate before proceeding to a recommendation to terminate employment. However, SAPPPC reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, teammates may be terminated without prior notice or corrective action. Management's recommendation to terminate employment must be approved by the Executive Director or designee.

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*Appeal Process:* Should a teammate wish to appeal a corrective action, he may file an appeal with the Commission. To do so, he should notify the Executive Director that he would like to be placed on the agenda for the next available Commission meeting. Commission meetings are typically held on the third Thursday of each month. SAPPPC must give sufficient notice to the public about each meeting so such appeals should be filed as timely as possible in order to make it onto the next meeting agenda.

*Performance and Conduct Issues Not Subject to Corrective Action:* Behavior that is illegal is not subject to positive Corrective Action and may result in immediate termination. Such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject positive Corrective Action and may be grounds for immediate termination.

*Documentation:* The teammate will be provided copies of all Corrective Action documentation, including all PIPs. The teammate will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the teammate's official personnel file.

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