

	Dimensions: Safety	HAO Standard: 3.7	Policy: Safety #16
	Original Approval Date: April 21, 2003	Date Revised: February 2, 2009	Revision Approval Date: August 31, 2009

TOPIC: DISCIPLINE AND DISMISSAL – VOLUNTEER/STAFF

POLICY STATEMENT:

Volunteers or staff who do not adhere to the Policies and Procedures of the NNPCN (N/PS) or who fail to satisfactorily perform their duties are subject to discipline or dismissal.

PROCEDURE:

1. Dismissal of volunteers or staff will follow a progressive discipline process and is based on established Job Descriptions and the results of Performance Appraisals.
2. Progressive discipline will be documented by the Program Administrator/delegate in the volunteer or staff record as follows:
 - Verbal warning-date and details of incident
 - Written warning-date and details of incident
 - Disciplinary suspension—at the discretion of the Board. Volunteer or staff is advised by registered mail.
 - Dismissal-at the discretion of the Board. Volunteer or staff is advised by registered mail.
3. Volunteers or staff may be dismissed or suspended without warning, for just cause, at the discretion of the Board. The Board has the right to request a volunteer or staff to leave immediately.
4. Grounds for immediate suspension or dismissal may include, but are not limited to:
 - Gross misconduct or insubordination
 - Being under the influence of alcohol or drugs while performing duties.
 - Theft of property or misuse of organization funds, equipment or materials
 - Lies or falsification of records
 - Illegal, violent or unsafe acts
 - Abuse or mistreatment of clients or co-workers
 - Failure to abide by organization policy or procedure
 - Soliciting or accepting monetary gifts from families or clients

- Breach of confidentiality
- Neglect of duty
- Three (3) incidents of failure to keep scheduled appointments with clients, without prior notice.

5. The volunteer/staff has the right to a fair and open hearing by a committee of the Board. The Board will remain the final arbiter. The volunteer/staff may choose to bring an advocate to the hearing.

REVISION HISTORY:

DATE mm/dd/yyyy	REVISED BY	REVIEW ONLY (✓)	COMMENTS / MODIFICATIONS	BOARD APPROVAL DATE: mm/dd/yyyy