

River Valley Child Development Services

Progressive Discipline Performance and Conduct

Effective: September 1, 2008

River Valley Child Development Services, hereinafter referred to as RVCDS, believes in the rehabilitation of employee's work performance and/or conduct towards an acceptable standard and preserving the employment relationship.

Unacceptable performance or conduct that interferes with or adversely affects the operation of business or substandard performance is sufficient grounds for disciplinary action, up to and including termination. However, RVCDS reserves the right to unilaterally terminate any employment, at any time and for any reason.

Depending upon the severity of the infraction (performance or conduct), discipline will be enforced using progressive disciplinary steps. The principle supporting this disciplinary action sequence is that repeated or unresolved performance or conduct deficiencies will be met with progressively harsher results over time. RVCDS reserves the right to skip any step at any time depending upon the severity of the infraction.

Disciplinary Actions of any type remain in effect regardless of employee's program transfer. Employees will not be permitted to transfer if they have a Performance Improvement Plan (PIP).

