
Corporate Compliance – Disciplinary Action AD.C50

POLICY:

Disciplinary action is taken against employees who fail to comply with the hospice’s *Standards of Conduct*, policies and procedures, or Federal or State regulations governing hospice programs.

PROCEDURE:

1. Disciplinary actions are imposed in a fair and consistent manner regardless of the individual’s position within the organization and are appropriate to the nature and severity of the violation.
2. Progressive discipline ensures that employees are apprised of problems and have time to rectify them. Progressive discipline includes:
 - a. *Verbal Warnings:* A verbal warning is the initial discussion between the employee and his/her supervisor about a specific problem or problems that need correction.
 - b. *Written Warning(s):* If the verbal warning was ineffective and problems continue, further discussion takes place and a written warning is placed in the employee’s personnel file.
 - c. *Probation:* An employee may be notified that s/he is on probation for a specific time period. The employee and his/her supervisor, in conjunction with the Human Resources Department, develop a detailed Performance Improvement Plan that includes goals for improvement and expected achievement dates. The Performance Improvement Plan is monitored at least monthly. Performance Improvement Plans are maintained in the employee’s personnel file.
 - d. *Termination:* Termination of employment may occur if problems with the employee’s performance are not resolved.
3. When an employee’s actions or behavior includes theft, substance abuse, gambling, failure to notify a supervisor of absence and/or failure to adhere to standards of professional practice or the organization’s *Standards of Conduct*, the hospice reserves the right to initiate immediate suspension or termination of the employee’s employment.
4. If an employee believes s/he did not receive fair treatment, the employee is encouraged to follow the hospice’s established grievance procedure.
5. In accordance with Federal HIPAA regulations, sanctions are also applied against hospice employees for violations of the hospice’s Privacy and/or Security practices and policies and procedures.

Attachment: *Country Meadows Hospice Performance Improvement Plan Form.*

Created:	Reviewed:	Revised:	Effective:
05/2018	09/2018		4/2019