

**Regulation(s):** 45 CFR 164.530(e); 45 CFR 164.308(i)(c)  
**L-Tag(s):** None

**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. Verbal warnings are recorded as an email and saved in the employee’s personnel file to document the content of any negative performance-based conversation.
  - b. *Written Warning(s):* If the verbal warning was ineffective and problems continue, further discussion takes place and an official written warning is placed in the employee’s personnel file.
  - c. *Performance Improvement Plan (PIP):* An employee may be notified that s/he is on PIP for a specific time period. The employee and his/her supervisor develop a detailed performance improvement plan with goals and achievement dates. The performance improvement plan is monitored at least every other week. Failure to meet the defined goals of the PIP within the specified time frame may result in termination of employment.
  - 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 is considered egregious, including but not limited to theft, substance abuse, gambling, failure to notify a supervisor of absence, insubordination 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 and/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 regulations, sanctions are also applied against hospice employees for violations of the hospice’s privacy and/or security practices and policies and procedures.

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