

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 02/86	SECTION: Human Resources	
BOARD APPROVED ON: 04/86	DATE REVISED: 06/19/06, 08/12/2026	SUBJECT: Disciplinary Actions	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 12/19/18, 4/08/2020, 4/1/2022, 08/12/2026		POLICY #: ED-007	PAGE #: 1 of 5

I. APPLICATION

The provisions stated herein shall apply to employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It will be the policy of the organization to describe grounds for disciplinary action and to designate recommended procedures by which such action may be taken.

Use or release of confidential information including, but not limited to, driver, vehicle, or related record information obtained from the Michigan Department of State's Direct Access Program is prohibited for personal purposes or private gain.

Below are examples of disciplinary action that may be applicable. It is not an exhausted list. You may terminate your employment at any time and so may BWDH with or without reason or cause.

III. DEFINITIONS

Documented Coaching: Action taken in which an employee is verbally informed about action or behavior that is considered a violation of acceptable conduct.

Written Correction: Action taken in which the employee is informed in writing of unacceptable action or behavior. This memo will also describe the consequences of reporting the action being reprimanded.

Performance Improvement Plan: Action taken in which the employee is placed on a formal, time-bound plan outlining required steps to correct performance deficiencies and meet job expectations.

Suspension: Action taken by the executive director that involves removal from the work schedule for a defined period of time.

Termination: Action taken by the executive director that permanently removes an employee from the organization's payroll.

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IV. NOTIFICATION/PROCEDURE

Documented Coaching

WHO

DOES WHAT

Supervisor

1. Coaches employee on appropriate behavior and documents.
2. Uploads documentation to employee personnel file within 48 hours.

Written Correction

WHO

DOES WHAT

Program Supervisor

1. Coaches employee on appropriate behavior and documents with a written correction.
2. Uploads documentation to employee personnel file within 48 hours.

Performance Improvement Plan

WHO

DOES WHAT

Program Supervisor/Division
Director/HR Manager

1. Coaches employee on appropriate behavior and documents with a Performance Improvement Plan.
2. Uploads documentation to employee personnel file within 48 hours.

Suspension

WHO

DOES WHAT

Program Supervisor/Division
Director/HR Manager

1. Coaches employee on appropriate behavior and documents with a Suspension.

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2. Send to executive director for review and signature.
3. Uploads documentation to employee personnel file within 48 hours.

Termination

WHO

Program Supervisor/Division
Director/HR Manager

DOES WHAT

1. Notifies employee in person or by registered mail of action taken stating reason and date.
2. Dismissal may occur for any one of the following reasons (not an all inclusive list):
 - Offenses in this category include, but are not limited to:
 - Abuse Class I
 - A non-accidental act, or provocation of another to act, by an employee, volunteer, or agent of a service provider, that caused, or contributed to the death, or sexual abuse of, or serious physical harm to a recipient.
 - Abuse Class II
 - A non-accidental act, or provocation of another to act, by an employee, volunteer, or agent of a service provider, which caused or contributed to non-serious physical harm to a recipient.
 - The use of unreasonable force on a recipient by an employee, volunteer, or agent of a service provider with or without apparent harm.
 - Any action or provocation of another to act by an employee, volunteer, or agent of a

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service provider that causes or contributes to emotional harm to a recipient.

- An action taken on behalf of a recipient by a provider who assumes the recipient is incompetent, despite the fact that a guardian has not been appointed, that results in substantial economic, material, or emotional harm to the recipient.
- Exploitation of a recipient by an employee, volunteer, or agent of a service provider.
- Neglect Class I
- Acts of commission or acts of omission by a provider's employee, volunteer, or agent, which result from non-compliance with a standard of care or treatment required by law, rules, policies, guidelines, written directives, procedures, or individual plans of service, and which cause or contribute to the death of, or sexual abuse of, or serious physical harm to a recipient.
- The failure to report apparent or suspected abuse Class I or neglect Class I of a recipient.
- Three consecutive scheduled shifts are missed without notifying the supervisor, and these are unexcused
- Inability to perform or respond appropriately and consistently with training in a crisis
- Possession, use, and/or being under the influence of intoxicants, including alcohol or marijuana and/or illegal drugs, while on duty
- Theft of petty cash, client funds, client property, and/or company property,
- Intimidation, threatening harm, injury, or physical fighting between staff on duty and/or company property

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- Malicious or reckless destruction of property
- Theft and/or use of client medications
- Borrowing client funds or property
- Gambling at the worksite
- Sleeping during a shift
- Falsification of documentation or misrepresentation of facts
- Leaving the worksite without permission
- Repeat violations previously addressed by Documented Coaching, Written Correction, PIP, or Suspension.
- Refusal to sign a Written Correction or PIP.
- Abandonment of shift or any unauthorized leaving of the worksite resulting in a violation of staffing level requirements
- Life-threatening documentation error

Exhibit:

- A. <Z:\Forms\Employee Forms\Employee Performance Record revised js.07.01.26>
- B. <..\..\Forms\Evaluation forms\Employee Performance Tracking Report revised 3.23.2023.pdf>