Employees are expected to adhere to their workplace schedules, follow policy and procedure and meet certain performance standards. This disciplinary point system is designed to hold employees accountable to the job that is expected of them. While every infraction or circumstance is not defined in this point system; management have discretion to evaluate extraordinary circumstances to determine whether to count the infraction or circumstance as an occurrence. The Executive Director will advise management regarding the evaluation of extenuating circumstances. Please note that employees that receive multiple occurrences may be subject to progressive discipline.

|  |  |  |
| --- | --- | --- |
| **INFRACTION TYPE** | **POINT** | **INFRACTION DESCRIPTION** |
| **ATTENDANCE** | | |
| UNEXCUSED ABSENCE | 2 POINTS | Points occur when employee has an unexcused absence. |
| * Subsequent Unexcused Absence | ½ POINT | Points continue to accrue if subsequent unexcused absences occur. |
| * Training, Holiday or High Volume Absence | 3 POINTS | Points occur when employee calls off during training, voluntary holiday shifts or high-volume periods. |
| * No Call/No Show | 5 POINTS | Points occur when employee fails to report to work and fails to call off. |
| * Pattern Absences | 2 POINTS | Points occur when a pattern of absences is established. (ie. Calling off every payday) |
| TARDINESS | ½ POINT | Points occur when employees arrive after their schedule shift start. |
| FAILURE TO CLOCK IN/OUT | 3 POINTS | Points occur when employees fail to clock in or out for their shift. |
| **PERFORMANCE** |  |  |
| POOR PERFORMANCE | 3 POINTS | Points occur when employee is performing below standards. This includes not turning in assignments on time or failure to meet designated milestones. |
| DRESS CODE VIOLATION | 2 POINTS | Points occur when employee report to work out of dress code. |
| INSUBORDINATION | 4 POINTS | Points occur when employee does not follow direct instructions by management. |
| SAFETY VIOLATION | 10 POINTS | Points occur when employee violates any safety related policy. (ie. playground safety, abuse or neglect, classroom cleanliness) |
| FAILURE TO REMAIN IN CLASSROOM/RATIO VIOLATION | 2 POINTS | Points occur when employee fails to remain in assigned classroom and/or leaves classroom out of ratio. |
| **POLICY & PROCEDURES** |  |  |
| VIOLATION OF COMPANY POLICIES | 3 POINTS | Points occur when employees violate company policy. |
| HARRASSMENT OR DISCRIMINATION | 5 POINTS | Points occur when employee demonstrate harassing or discriminatory behavior. This includes threats of harm to staff, parents or children. |
| THEFT OR DISHONESTY | 6 POINTS | Points occur when employee is suspected, proven or otherwise a part of theft or dishonesty that affects the center/center staff. |

|  |  |  |
| --- | --- | --- |
| **THRESHOLDS AND CONSEQUENCES** | | |
| **POINTS** | **CONSEQUENCE** | **ACTION** |
| 3 POINTS | VERBAL WARNING | The employee receives a verbal warning from their supervisor/manager. The warning is documented but does not go on the permanent record if behavior improves. |
| 5 POINTS | WRITTEN WARNING | Employee receives a written warning outlining the infractions, consequences of further points and the expected timeframe for improvement. This written warning is recorded for the employee file. |
| 7 POINTS | SUSPENSION | Employee will be suspended without pay, for a specified period usually 1-3 days, depending on the severity and in accordance with Nest policies. A meeting will be held to discuss the path to improvement. |
| 10 POINTS | TERMINATION | Employee will be terminated due to the accumulation of points which indicates a consistent pattern of poor performance. |

|  |  |
| --- | --- |
| **REDEMPTION** | |
| RESET | Points reset 12 months from infraction date. |
| REDEMPTION | Employees can reduce their points or receive redemption by:   * Completing approved and assigned training by management. * Demonstrating consistent occurrence-free performance improvement over a six-month period; at the discretion of management. |

|  |  |  |  |
| --- | --- | --- | --- |
| FOLLOW-UP | | |  |
| INFRACTION DATE: | INFRACTION RESET DATE: | INFRACTION: | EMPLOYEE  INITIALS |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

This outline is a living document and should accompany any subsequent written warning, suspension or termination.