

**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	SUBJECT: Disciplinary Actions	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 12/19/18, 4/08/2020, 4/1/2022		POLICY #: ED-007	PAGE #: 1 of 3

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.

III. DEFINITIONS

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

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

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

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

IV. NOTIFICATION/PROCEDURE

Verbal

WHO

Supervisor

DOES WHAT

1. Informs employee verbally of unacceptable conduct.
2. Forwards written content of reprimand to employee personnel file.

**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	SUBJECT: Disciplinary Actions	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 12/19/18, 4/08/2020, 4/1/2022		POLICY #: ED-007	PAGE #: 2 of 3

III. NOTIFICATION/PROCEDURE (continued)

Written Reprimand

WHO

DOES WHAT

Program Supervisor

1. Informs employee in writing of unacceptable conduct.
2. Forwards written content of reprimand to employee personal file.

Suspension

WHO

DOES WHAT

Executive Director/Designee

1. Notifies employee in person of action taken.
2. Forwards written content of reprimand to employee personal file.

Dismissal

WHO

DOES WHAT

Executive Director/Designee

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):
 - Insubordination
 - Failure to carry out assigned duties of the position
 - Behavior unbecoming of an employee of the organization
 - Physical or mental mistreatment of residents
 - Absence from duty without permission

**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	SUBJECT: Disciplinary Actions	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 12/19/18, 4/08/2020, 4/1/2022		POLICY #: ED-007	PAGE #: 3 of 3

III. NOTIFICATION/PROCEDURE (continued)

WHO	DOES WHAT
Executive Director/Designee	<ul style="list-style-type: none"> • Re-occurring tardiness to work • Conviction of a felony • Falsifying official records

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

Remember: The foregoing are only examples. You may terminate your employment at any time and so may BWDH with or without reason or cause.

Exhibit:

- A. ..\..\Forms\Employee Forms\Employee Performance Record_revised9.29.2022.pdf
- B. ..\..\Forms\Evaluation forms\Employee Performance Tracking Report_revised3.23.2023.pdf