



Attendance Progressive Action Compliance

Missed training: Missing a scheduled training (DMA, CMH, Annual Refreshers, New-Hire, Home In-Services, Classroom)

Progressive Action:

- 1st occurrence: will receive a verbal reprimand and must pay for the missed training
- 2nd occurrence: will receive a written reprimand and must pay for the missed training
- 3rd occurrence: will be suspended until training is complete and must pay for the missed training
- If any of the trainings not attended allows the staff to be out of compliance or any of their certifications expire, they must be removed from the schedule immediately until the trainings/ certifications are completed. The charge for a missed training (internal) will be \$30. Missed training fees from the CMH will vary depending on the training and the CMH

Call off no coverage: Called off and didn't find coverage

Progressive Action:

- 1st occurrence: will receive a written reprimand
- 2nd occurrence: will receive a suspension for one day
- 3rd occurrence: will be terminated

Call off with coverage: Called off and found coverage

Progressive Action:

- 1st occurrence: will receive a verbal reprimand
- 2nd occurrence: will receive a written reprimand
- 3rd occurrence: will be suspended for one day
- 4th occurrence: will be terminated

No call no show: Did not call or come in after 30 minutes past their scheduled time

Progressive Action:

- 1st occurrence: will be suspended for 3 days
- 2nd occurrence: will be terminated

Missed staff meeting: Missed a mandatory staff meeting

Progressive Action:

- 1st occurrence: will receive a verbal reprimand
- 2nd occurrence: will receive a written reprimand
- 3rd occurrence: will be suspended for one day
- 4th occurrence: will be terminated

Tardy without calling: 15 minutes but less than 30 minutes late and didn't call

Progressive Action:

- 1st occurrence: will receive a discussion
- 2nd occurrence: will receive a verbal reprimand
- 3rd occurrence: will receive a written reprimand
- 4th occurrence: one day suspension
- 5th occurrence: 3 day suspension
- 6th occurrence: will be terminated



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Tardy with calling: Late but called in and informed the Manager

Progressive Action:

- 1st occurrence: nothing as long as it is not over 30 minutes
- 2nd occurrence: will receive nothing as long as it is not over 30 minutes
- 3rd occurrence: will receive a discussion as long as it is not over 30 minutes
- 4th occurrence; will receive a verbal reprimand as long as it is not over 30 minutes
- 5th occurrence: will receive a written reprimand as long as it is not over 30 minutes
- 6th occurrence: will be suspended for one day as long as it is not over 30 minutes

Home Manager must call the Operations Director to discuss any tardies over 30 minutes

Missed shadow shift: Missed their scheduled shadow shift

Progressive Action:

- 1st occurrence: reschedule
- 2nd occurrence: terminate

Missed interview: Missed their interview

Progressive Action:

- 1st occurrence: reschedule
- 2nd occurrence: terminate

Any deviation from this will need authorization from the HR Executive Director and/or the Operations Director

2nd Chance Agreements will be offered with the authorization of HR and the Operations Director