



# LIFECHURCH.TV

<b>Subject:</b> Corrective Action		
<b>Effective Date:</b> 1/1/07	<b>Department:</b> All	<b>Page</b> 1 of 2
<b>Revised Date:</b> 7/08		

## PURPOSE

To ensure that employee performance and behavior is consistent with the core values of LifeChurch.tv.

## REFERENCES

- Employee Warning Notice
- Corrective Action Checklist

## POLICY

Corrective action is sometimes necessary when a team member fails to perform his or her job as required or misconduct occurs. There are some violations that will require stronger action or immediate dismissal. The following outlines the general steps in the corrective action process, however LifeChurch.tv leadership reserves the right to adjust steps as deemed appropriate for specific incidents:

<b><u>Violation</u></b>	<b><u>Written Warning</u></b>	<b><u>Probation</u></b>	<b><u>Discharge</u></b>
Attendance	X	X	X
Poor Job Performance	X	X	X
Negligent Conduct		X	X
Insubordination			X
Theft			X
Gross Misconduct			X
Harassment			X

Written documentation of interviews, reviews and actions taken shall be maintained in the team member's personnel file. There should be supporting documentation for each phase of corrective action. This is documentation of the employee behavior warranting the corrective action (i.e. supervisor notes of witnessed behavior or underperformance, etc). Team Leaders should review the need for corrective action with their Central Group Leader or Region Campus Pastor before proceeding in corrective action. All warnings and documentation should be forwarded to Human Resources for review prior to the team leader conducting the corrective action meeting with the employee.

## PROCEDURES

Team Leaders should review the need for corrective action with their Central Team Leader or Region Campus Pastor prior to starting each corrective action step.



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### 1) **Verbal Warning:**

- a) Given in cases of poor performance by the immediate supervisor.
- b) It should outline why the team member's work is of insufficient quality and is not meeting the standards required for the specific job.
- c) Submit verbal warning and supporting documentation to HR for review and approval prior to issuing verbal warning.
- d) The supervisor would use the Employee Warning Notice to document the verbal warning. However personal notes (i.e. an e-mail documentation or personal notes could also serve as documentation of the verbal).
- e) Send original signed warning and documentation to HR.

### 2) **Written Warning:**

- a) Given when the performance does not improve.
- b) Complete the Employee Warning Notice, detailing the offense and expectations for improvement. Supporting documentation should accompany warning.
- c) Submit written warning and supporting documentation to HR for review and approval prior to issuing written warning to employee.
- d) Present to the employee with a witness present (another supervisor, etc).
- e) Both the supervisor and employee must sign.
- f) Submit original, signed warning and supporting documentation to HR.

i) *Note: If the employee refuses to sign the warning, the supervisor may indicate the refusal on the form and have the witness sign also. By signing the warning the employee is only agreeing it was presented to him/her. Not agreeing with the content.*

### 3) **Probation (Final Warning):**

- a) Given after 30 days of continued unsatisfactory performance or behavior.
- b) Submit the final warning/probation notice with supporting documentation to HR for review and approval prior to issuing final warning to employee.
- c) Present the final warning, outlining the problem and expectations for improvement.
- d) At this time the team member is on probation.
- e) Submit warning and supporting documentation to HR.

### 4) **Discharge:**

- a) Given after another 30 days of unsatisfactory performance or behavior.
- b) Contact HR for approval prior to discharging employee.
- c) No further notice will be given and dismissal will occur at this time.
- d) See Exit Procedures and Exit Checklist.