



# THE TABERNACLE

LOVE GOD. LOVE PEOPLE. MAKE DISCIPLES.

## Tabernacle Discipline Policy

*June 2021*

Every Tabernacle staff member has the duty and the responsibility to be aware of and abide by existing rules and policies. Staff members also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

The Tabernacle supports the use of progressive discipline and Matthew 18 to address issues such as poor work performance or misconduct. Outlined below are the steps of our discipline policy and procedures. The Tabernacle reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization. Serious offenses such as sexual or physical assault and/or theft will have zero-tolerance.

- **Verbal Warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written Warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Performance Improvement Plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a Performance Improvement Plan. This status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the Performance Improvement Plan period, the plan may be closed or, if established goals are not met, dismissal may occur.

The Tabernacle Church reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

## Separation of Employment

Separation of employment within the organization can occur for several different reasons.

- Resignation: Although we hope employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization.
- Termination: Employees of The Tabernacle Church are employed on an at-will basis, and the company retains the right to terminate an employee at any time.

Any questions about this policy should be directed to the Human Resources Department.