

**Policy: Discipline and Termination**

**Policy Number: HR07**

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The ELCFV is committed to ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. ELCFV is dedicated to the process of Progressive Disciplinary Actions, with the major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Nothing in this policy, however, should be construed as a limitation on ELCFV's right to discipline or immediately discharge an employee for any reason deemed in its discretion to be inappropriate.

The Board of Directors and ELCFV are committed to providing a method for employees to reach a satisfactory solution for grievances. Employees are encouraged to discuss their complaint or problem as soon as it develops with the appropriate chain of command member of management.

The ELCFV appreciates each and every employee. An employee is severed from ELCFV by one of two methods.

1. Resignation – This is a voluntary act initiated by the employee to terminate employment with ELCFV.
2. Termination – This is the last resort of all disciplinary procedures.

Although employment with the ELCFV is based on mutual consent and both the employee and the ELCFV have the right to terminate employment at will, with or without cause or advance notice, the ELCFV may use progressive discipline at its discretion.

**Nothing in this policy should be construed as a limitation on ELCFV's right to discipline or immediately discharge an employee for any reason deemed in its discretion to be inappropriate.**