

<b>Title:</b>	<b>Employee Discipline Termination</b>	<b>Effective Date:</b>	<b>06/01/2011</b>
<b>Author:</b>	<b>Camille Tanner</b>	<b>Last Review Date:</b>	<b>06/22/2021</b>
<b>Location:</b>	<b>All Locations</b>	<b>Last Revision Date:</b>	<b>10/26/2020</b>
<b>Functional Area:</b>	<b>Human Resources</b>		

### POLICY

Employees who violate Liberty’s policies, or demonstrate a performance deficiency will be disciplined by his/her supervisor in accordance with the progressive discipline policy set forth in the Liberty Healthcare Employee Manual. If applicable, a corrective action plan will be developed jointly by the employee and supervisor to correct the deficiency. Existence of a discipline policy within a collective bargaining agreement will supersede this policy. This policy is designed to ensure fair treatment of all employees and make certain that all disciplinary actions are prompt, fair and impartial.

### PROCEDURE

#### Verbal Warning

Verbal warning is the first formal step in the progressive discipline process. It is hoped that taking this step will be all that is needed for the employee to understand and correct any deficiencies. During this stage of the discipline process nothing is given to the employee in writing, however a notation is made in the employee’s file to document the date, time and points of discussion. The “*Employee Disciplinary Action*” form found in Employee Self Service under “Frequently Used Forms” may be used for notation in the file or a memo to file will suffice.

#### First Written Warning

Using the suggested “Employee Disciplinary Action” form or a memo, the supervisor will complete the employee’s name, location, supervisor name and the date the discipline is given. The supervisor will explain the reason for the discipline, i.e. violation of any policy, performance issue, what is being done or not being done and what actions must be taken to correct the problem. Ideally, the employee and the supervisor should create the corrective action plan and write it in the space provided, to include dates for follow- up. If the employee is unwilling to participate in the formulation of the correction action plan, the supervisor should create the plan and write it in the space provided. If previous disciplinary action was given to this employee, that information must be completed in the bottom section of the form to ensure a chronological list of the progressive discipline. The employee and supervisor should sign the form where indicated. If the employee refuses to sign, the supervisor should note the refusal on the form. It is advised that the supervisor have another individual witness the meeting to discuss the disciplinary action, if possible.

#### Second Written Warning

Follow procedure as outlined for First Written Warning.

BEFORE FORMAL DISCIPLINE IS GIVEN TO AN EMPLOYEE, THE SUPERVISOR SHOULD ALERT THE CONTRACT MANAGER TO THE SITUATION AND KEEP THEM INFORMED DURING THE PROCESS.

THE EMPLOYEE DISCIPLINARY ACTION FORM MUST BE REVIEWED BY THE VICE PRESIDENT OF HUMAN RESOURCES BEFORE IT IS PRESENTED TO THE EMPLOYEE.

#### Termination

When a supervisor feels termination is necessary, he or she must discuss termination and its effect on the program with his or her Director of Operations or Contract Manager. Before any Liberty employee is terminated from employment, the termination must be reviewed by and signed off for final approval by the Vice President of Human Resources in conjunction with General Counsel. The proposed termination letter should be forwarded to the Vice

President of Human Resources along with any supporting documentation, including the latest Employee Disciplinary Action form.

The Vice President of Human Resources will notify the supervisor and/or contract manager in writing of the approval for termination. A letter terminating the employee's employment agreement with Liberty will be prepared by the Legal Department in accordance with its terms. A witness should be present when the supervisor terminates the employee, if possible.

If the actions of the employee warrant the elimination of any of the above steps, supervisors should consult the Vice President of Human Resources.

If necessary, the employee may be placed on administrative leave with pay until an investigation, if needed, is completed or until such time as the actual termination can take place. The approval of administrative leave must be granted by the Contract Manager.

Approved By: \_\_\_\_\_

### Revision History

Version	Date	Author	Summary of Changes
#1	06/01/2011	Camille Tanner	Policy Created
#2	10/26/2020	Camille Tanner	Policy reviewed with the following change: replaced VPO with Contract Manager
#3	03/23/2021	Camille Tanner	Replaced Corporate HQ with All Locations
#4	06/22/2021	Camille Tanner	Reviewed; no changes