

**#5.8****COUNSELING AND/OR DISCIPLINARY ACTION**

All counseling and/or disciplinary sessions with an employee by his or her supervisor or the Pastor shall be documented in duplicate form and provided to the employee with one copy to be signed by the employee and returned to the Office Administrator. The signed documentation shall be placed in the employee's personnel file. If the employee refuses to sign or return the documentation of the aforementioned sessions it shall be noted on the documentation by the Pastor and provided to the Office Administrator for placement in the employee's personnel file. Exceptions shall not be made to this policy, as a fair and consistent counseling and/or disciplinary process shall be maintained.

If the Personnel Committee and the Pastor deem it necessary to impose a Probation Period for an employee, not to exceed 90 days, the employee shall be advised in writing, and a copy included in his/her personnel file. The employee's improvement or lack of improvement in the problem area shall be reviewed and discussed with the employee at the end of each 30 days by the Personnel Committee and the Pastor.

Decision to end the probation because of progress, lack of progress and/or termination, shall be documented, and justification for the action clearly stated. This documentation shall be retained in the employee's personnel file.

RESPONSIBILITY: Compliance with all Federal and State Employment Regulations and ethical human resource practices are the responsibility of the Pastor, Office Administrator and Personnel Committee.

#4.9h renumbered #5.8

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