



EMPLOYEE PROGRESSIVE NOTIFICATION Policy

EFFECTIVE: 3.19.26

STATEMENT OF Practice

The purpose of progressive notification is to inform a staff member of gaps in their performance that must be addressed for continued employment at Connected Circles.

From time to time a staff member may fall short of minimum expectations for their performance in the specified job. When this happens, a member of senior staff will make clear that a one-on-one is a part of progressive notification and is not a standard supervision session as described above.

In a progressive notification meeting, a member of the Leadership Team, often their direct supervisor or the Executive Director, will encourage the staff member to embrace the moment as a learning moment by accepting accountability and leaning into professional growth, inviting the staff member to develop insight, improve decision-making, and strengthen professional capacity.

Decisions about the need for a progressive notification process and any resulting actions are made by the Executive Director in consultation with the Leadership Team.

In the case of a member of the Leadership Team other than the Executive Director is found to have fallen short of minimum expectations for their performance, the Executive Director will be the initiating supervisor for a Progressive Notification process and will follow the same steps enumerated below. In the case that any staff member feels the Executive Director falls short of the minimum expectations of their position, staff members are encouraged to report such concerns to the Chair of the Board for Board consideration and potential action.

Initial Meeting

The goal of any initial progressive notification meeting will be a clear plan and/or agreement for improved performance that specifies actions to be taken over a defined period of time and a check-in date to reassess performance. The Leadership Team will keep a record of these verbal agreements and will share them with the Executive Director as needed.

Second Meeting

If the Leadership Team has not seen significant improvement in the performance issues giving rise to an initial meeting, a second meeting may be scheduled which will be noted in the staff members personnel file as verbal warning related to the specific performance issue.

Written Warning

If, following a second meeting, the Leadership Team has not seen significant improvement in the performance issue giving rise to the initial meeting, a written warning will be issued to the staff member articulating the performance issues of concern and the steps that must be taken over a defined period of

time to remedy the lack of performance. The written warning will also make clear the likely consequences if the performance issue is not remedied in the time period stated.

Suspension

In cases where an investigation may be warranted to establish a clearer understanding of the circumstances giving rise to performance issues, a staff member may be placed on suspension. During the suspension period, members of the Leadership Team will conduct an investigation. Once the investigation is completed, the Leadership Team will inform the employee of any resulting actions.

Termination

If, following a written warning, the Leadership Team has not seen significant improvement in the performance issue giving rise to the initial meeting and subsequent meetings, or as the result of an investigation a decision is made to separate the staff member from employment, Connected Circles may terminate the staff member. Employees may request an appointment to view their personnel file, including any documentation connected to their termination.

In the event that a staff member poses an immediate threat to the health and safety of students or staff, or is involved in a serious breach of ethics, criminal behavior, or behavior that risks the reputation or public good will of Connected Circles, termination may be an immediate action without progressive notification. Also see "2.6 Separation from Employment" below.