

<b>5350</b>	<b>Employee Disciplinary Action Policy</b>
<b>Approval Date:</b>	<b>February 2015</b>
<b>Category:</b>	<b>Personnel</b>
<b>Governance Accountability:</b>	<b>Board of Directors, Leadership</b>
<b>Audience:</b>	<b>Employees</b>

Pine Lake Preparatory will treat employees fairly. In the event that a disciplinary issue arises, Pine Lake Preparatory will use a three-part corrective action procedure to improve the situation. The progressive, three-part corrective action is:

1. Verbal warning.
2. Written warning reviewed with the employee and placed in the employee's personnel file. This written warning may entail either probation or suspension.
3. Termination.

Pine Lake Preparatory reserves the right to terminate an employee without taking corrective action, if Pine Lake Prep deems termination to be in the best interests of the School, its faculty/staff, and/ or students. The Pine Lake Preparatory Board of Directors must approve all involuntary terminations.