



# Professional Development Note/Employee Retraining Policy

Effective 7/15/24

## First/Second/Third Concern Requiring Professional Development Note

- Employees will be provided with retraining to review first/second/third Professional Development Note issues.
- A Professional Development note in PandaDoc must be reviewed with the employee and signed by the Agency Department Supervisor.
- Employees will be provided with documentation to support the retraining.

## Fourth Concern Requiring Professional Development Note

- Employees will be provided with retraining that details the fourth Professional Development Note issues. **This is a final retraining to meet agency standards and expectations before suspension.**
- A Professional Development note in PandaDoc must be reviewed with the employee and signed by the Agency Department Supervisor.
- Employees will be provided with documentation to support the retraining.

## Fifth/Sixth Concern Requiring Professional Development Note

- **Employees will be suspended for 3 days without pay and be required to complete retraining with Human Resources.**
- A Professional Development note in PandaDoc must be reviewed with the employee and signed by the Agency Supervisor.
- Employees will be provided with documentation to support the retraining.
- Each Agency Supervisor of the Employee will be notified of suspension.
- Each person that the employee supports/designee(s) will be notified of suspension, making them aware of employee suspension and return date.

## Seventh Concern Requiring Professional Development Note

- Employee will be terminated from employment with Advocates. Each person that the employee supports/designee(s) and their agency supervisor will be notified.
- Employee will not be eligible for rehire for a minimum period of 6 months

\*Note: We emphasize that discharge decisions will be based on an assessment of all relevant factors. Nothing in this Professional Development Note policy is designed to modify our employment-at-will policy. As the employer of record, Advocates has the authority to deny re-employment based on the termination reason.