

**CENTRAL CARE POLICY
NON-COMPLIANCE WITH POLICIES**

SUBJECT:	<u>NON-COMPLIANCE WITH POLICIES</u>
ANNUAL REVIEW MONTH:	<u>June</u>
RESPONSIBLE FOR REVIEW:	<u>Director of Central Care</u>
LAST REVISION DATE:	<u>August 2010</u>

POLICY:

Staff will comply with policies and procedures of the home. When policies are violated disciplinary action and separations may occur.

- REFERENCE:**
1. Senate Bill 635 (Act 816)
 2. Governor’s Executive Order, May 3, 1996
 3. O.C.G.A. 47-2-123
 4. DHR Personnel Policy #1501-B: DHR Grievance Procedure for Unclassified Employees

PROCEDURES:

- A. When violations occur, review of the situation will take place between the employer and the employee. If the violation is serious and disciplinary action is needed, the supervisor will follow the DHR policy on Disciplinary Actions and Separations of Unclassified Employees. (Policy # 1601-B)
- B. If the violation is not serious, the supervisor may counsel the employee and provide them with a letter of expectation.

APPROVED:

_____ **TITLE:** Director of Central Care **DATE:** _____
 George Harris, LCSW

Attachment: DHR Policy 1601-B