

## Termination Policy

Disciplinary action and/or termination of employment could result for the following reasons:

1. Failure to follow directives of his/her immediate supervisor.
2. Failure to follow and/or initiate recommendations by the Board of Directors.
3. Acting and speaking publicly in a negative manner about assigned duties.
4. Acting and speaking in a manner that is not in the best interest of the Village Card

Club.

Incidents and/or disciplinary action taken must be documented in the employee's file by the supervisor. The Board of Directors should be apprised of any disciplinary action that is deemed important by the supervisor. Discharge of an employee will be considered and decided by the Board of Directors upon the recommendation of the supervisor.

Supervisors include: President, Club Manager, Education Director

Employees reporting to the President are : Club Manager, Computer Manager, Webmaster, and Education Director

Employees reporting to the Club Manager are: Directors and Clerks

Employees reporting to the Education Director are: Teachers

Any complaints about any employee should be directed to the appropriate supervisor.

The first non serious infraction will be handled by the appropriate supervisor in a firm but friendly manner with a letter put into the employee's file documenting the event.

Upon a serious infraction, the employee will be cautioned that his/her action will not be tolerated and that if he/she cannot comply with the guidelines or directives in a positive manner that perhaps he/she should resign. A letter will go into employee's file documenting the event.

If after several efforts have been made to get the employee to fulfill his/her position in an acceptable manner he/she fails to do so he/she will be suspended pending review by the Board of Directors. In a timely manner, the matter will be brought to the Board of Directors by the supervisor. Possible actions by the Board of Directors include, but are not limited to, further review, reinstatement, probation, or termination. The employee will be notified verbally, and by letter of the Board of Directors decision.

Appeal may be made to the President for further review by the Board of Directors if new or extenuating circumstances surface within 30 days.

This policy will be added to ByLaws : ARTICLE XI: (presently) EMPLOYEE GUIDELINES  
Proposed change would be ByLaws: ARTICLE XI, EMPLOYER/EMPLOYEE GUIDELINES