ARTICLE X - EMPLOYMENT STATUS

X.A. **The Medical Center** ~~PPMC~~ shall have the right to suspend, discharge and discipline professionals for just cause. Discipline~~/corrective action~~ will **generally** be used progressively in the following steps: Performance improvement plans/coaching, if appropriate, ~~coaching or counseling (prior to formal disciplinary/corrective action);~~ documented verbal warning; written warning ~~and/or final written warning including a statement that if the issue does not improve, termination may result~~; and termination of employment, except that **the Medical Center** ~~PPMC~~ may bypass one or more of these steps of discipline for causes it deems more serious, in accordance with just cause. Disciplinary/corrective action will be conveyed in a private manner. Progressive discipline steps are not exhaustive and a professional may receive multiple verbal or written warnings.

X.B. A professional ~~employed by PPMC~~ shall be considered an **introductory caregiver** during the first 90 calendar days of employment **with the Medical Center**. **The Medical Center may, in their discretion, extend the introductory period up to an additional 90 days.** The Medical Center must notify the professional if their introductory period is extended and provide at least one evaluation prior to extending probation.

X.C. All Professionals **who intend to resign** shall give **their manager no less than two weeks' written notice of their final date of employment,** unless otherwise agreed between the professional and manager. ~~PPMC as much notice as possible for intended resignation. Two weeks' notice is preferred~~.

X.D. **The Medical Center** ~~PPMC~~ shall give professionals no less than two weeks' notice of termination of employment. If less notice is given, then **the Medical Center** ~~PPMC~~ will provide pay in lieu thereof for any days which would have been worked within that part of the two-week period for which such notice was not given; provided, however, that no such advance notice or pay in lieu thereof shall be required for professionals who are discharged for violation of professional ethics **or who are discharged for just cause**.

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X.E. A professional who feels they have been suspended, disciplined, or discharged without just cause may present a grievance for consideration under Article _, Grievance Procedure, except as limited in paragraph A therein. A professional will also be permitted to submit to their personnel file a written rebuttal or explanation, which will be included with any documentation of discipline or discharge. After three years, if no further corrective action is applied, a professional may request in writing that the disciplinary action be removed from their **active section of their** personnel file. If the request is approved, the corrective action will be kept in a separate **inactive discipline section of their personnel** confidential file and shall not be used for the purposes of corrective action**, except if needed to rebut the professional's assertion that they did not know about a rule or policy**. Any removal of material from **the active section of their** personnel file shall be at the sole discretion of the core leader and **Human Resources, and** shall not be unreasonably withheld.

X.F. A professional shall, if they so request, be granted an interview upon the termination of the professional's employment.

X.G. Absent extenuating circumstances, a professional who is absent from work for three consecutive working days within a calendar year without notice to **the Medical Center** PPMC **in accordance with their department's procedures** may will **be separated from their employment as a voluntary resignation without notice.** is subject to discipline, suspension, or discharge.

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