

Procedure No. 4-10-42
Replaces Procedure No. 1-10-5

Issued: 06-02-94
Revised: 12-12-24
Reviewed: 12-12-24

SUBJECT: Appeal of Recommendation for Termination

PURPOSE: To carry out the mandate of Organization Operations Policy No. 1.

It is the procedure of Woodhaven to provide feedback to employees on their work performance. It is expected that employees will work to improve their performance when deficiencies are noted. When it becomes apparent that an employee does not wish to or cannot improve his/her performance to the level expected at hiring, that employee's supervisor will make a recommendation for termination to the Human Resource Director. The employee will, at this time, be placed on suspension without pay through the final steps of appeal and disposition. The Human Resource Director will notify the employee, in writing by Certified Mail or in person, of the recommendation of termination and inform them of their right to appeal along with a copy of this Procedure. Any employee, receiving a recommendation for termination may appeal to the C-Suite member that oversees their department or the Chief Executive Officer for review.

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The failure to follow the time frame shall disallow the appeal. The C-Suite member that oversees their department or the Chief Executive Officer's decision is final.

Approved by: _____
Human Resource Director

Date: _____

**WOODHAVEN
APPEAL OF DISCHARGE**

Date: _____

TO: _____ Title: _____
 C-suite Member (573) 875-6181

I hereby protest my discharge by notice dated _____, which I received on _____.

State Reasons for Protest: _____

I (do) (do not) desire a meeting with you concerning this matter.

Employee Signature

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SUBJECT: Appeal of Recommendation for Termination

PURPOSE: To carry out the mandate of Organization Operations Policy No. 1.

It is the procedure of Woodhaven to provide feedback to employees on their work performance. It is expected that employees will work to improve their performance when deficiencies are noted. When it becomes apparent that an employee does not wish to or cannot improve his/her performance to the level expected at hiring, that employee's supervisor will make a recommendation for termination to the Human Resource Director. The employee will, at this time, be placed on suspension without pay through the final steps of appeal and disposition. The Human Resource Director will notify the employee, in writing by Certified Mail or in person, of the recommendation of termination and inform them of their right to appeal along with a copy of this Procedure. Any employee, receiving a recommendation for termination may appeal to the C-Suite member that oversees their department or the Chief Executive Officer for review.

1. All employees, after receiving a recommendation for termination letter may make a written appeal to the C-Suite member that oversees their department or the Chief Executive Officer for review of this recommendation. The appeal must be dated and signed.
2. The written appeal for a recommendation for termination must be filed within 72 hours of the postmark or receipt of notice of the recommendation.
3. Shall include any extenuating circumstances that may have affected employee's performance, and
4. Should include what would be done differently if the recommendation were denied.
5. The C-Suite member that oversees their department or the Chief Executive Officer shall respond to the written appeal within five (5) working days of receipt of the written request.

The failure to follow the time frame shall disallow the appeal. The C-Suite member that oversees their department or the Chief Executive Officer's decision is final.

Approved by: _____
Human Resource Director

Date: _____

**WOODHAVEN
APPEAL OF DISCHARGE**

Date: _____

TO: _____ Title: _____

C-suite Member (573) 875-6181

I hereby protest my discharge by notice dated _____, which I received on _____.

State Reasons for Protest: _____

I (do) (do not) desire a meeting with you concerning this matter.

Employee Signature

The C-Suite member that oversees their department or the Chief Executive Officer's decision is final and end the organization's employee due process procedure.