

XIII. BOARD POLICY VIOLATIONS PROCEDURE

- A. The Board will pursue the following process in the event that it determines a Policy violation has occurred and the degree and seriousness of the violation is judged by the Board to warrant initiation of a disciplinary process.
- B. First written warning shall be given by the Board President or their Designee to the offending party; the violated Policy shall be more frequently monitored by the Board; a written plan to re-mediate the violated Policy shall be immediately submitted to the Board President by the offending party for presentation at the next Board meeting.
- C. Second written warning. This step will be taken if the Policy violation continues following a reasonable period of time. If the violation involves a Senior Minister, the Board at this point shall also determine whether to notify the Congregation, the means of doing so, and the content of the communication.
- D. If further Policy violations occur, the Board will determine whether to suspend (with or without pay) or to terminate the employee or volunteer.
- E. If the individual is a Senior Minister, the Board will
 - 1. Call a meeting of the Congregation in compliance with the Bylaws regarding removal of the Senior Minister.
 - 2. Make known to the Congregation the nature of the ongoing Policy violations as well as the ongoing efforts to address the issue at every point.
 - 3. Recommend termination of the Senior Minister for continued Policy violation.
 - 4. The Board will meet with the Senior Minister to determine how to address the Senior Minister's departure.