

LIONSGATE ACADEMY

520 EMPLOYEE PERFORMANCE

Original Adoption Date: 3/15/2016

Revision Date(s): 9/9/2019, 10/5/2021

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I. PURPOSE

The purpose of Lionsgate Academy's Employee Performance policy is to provide a process to improve and prevent a recurrence of undesirable employee behavior and performance issues. It has been designed consistent with Lionsgate Academy's organizational values, human resource (HR) best practices and employment laws.

II. GENERAL STATEMENT OF POLICY

- A. Standards of performance and conduct for employees are necessary to maintain organizational operations and provide for students' learning needs at Lionsgate Academy. Supervisors will work proactively with employees to promote success through job-related training, regular communication, providing formal and informal feedback, coaching and provision of professional development opportunities.
- B. For cases in which unsatisfactory employee performance is determined to be due to insufficient knowledge, skills, or abilities, Lionsgate Academy will initiate Performance Support Plans. Human Resources and Supervisors will work with employees on PSPs to gain the knowledge, skills, and/or abilities required to meet performance expectations. PSPs may be lifted when an employee demonstrates consistent adherence to performance expectations. If an employee fails to make sufficient progress on PSP goals, the employee may be moved into the corrective action process (detailed below).
- C. For cases in which unsatisfactory employee performance is determined to be due to a problem with employee conduct, corrective action will be implemented. Corrective action generally follows a progression, but any of the general steps of the progressive process may be combined or omitted depending on the facts and seriousness of the performance problem. Considerations taken into account in corrective actions include: whether the problem has been addressed before, record of the employee's past performance including in-effect PSPs, whether the problem behavior is considered "gross misconduct" or a violation of professional ethics, and the impact of the behavior on students, coworkers, and/or the organization. The following are steps that may be involved in progressive corrective action:
 - 1. Verbal warning(s)
 - 2. Written warning(s)
 - 3. Suspension (with or without pay)
 - 4. Termination of employment
- D. Examples of "gross misconduct" are grounds for immediate termination of employment, and include (but are not limited to):: verbal or physical abuse of students,

threats of violence, verbal or physical abuse of staff, insubordinate behavior, theft, destruction of Lionsgate Academy property, dishonesty, falsifying information that would affect a hiring decision, drug or alcohol abuse, and threats of violence.

- E. Employees will be provided copies of all Performance Support Plans and corrective action documentation. HR will maintain records of such documents, with employee signatures indicating receipt and understanding of the material. Should an employee refuse to sign documentation, the refusal will be noted on records maintained in their personnel file. Employees will be provided the opportunity to respond in writing to any Performance Support Plan and/or corrective action documentation, and responses will be maintained in personnel file
- F. Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Lionsgate Academy and its employees.