

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations
Subpart: I-Human Resources Management
Section: 1302.90 Personnel Policies
Subject: Marginal Employee

Policy:

Every reasonable effort will be made to retain all employees.

Procedure:

1. When an employee is not performing to Head Start standards an evaluation will be made to determine the reason why the employee is having difficulty fulfilling their job duties.
2. A corrective action will be reviewed with the staff member to designate areas of concern, goals, objectives, and time frames for completion.
3. Training opportunities will be provided in the area determined to be needed by the evaluation.
4. If no improvement has been recorded by the designated time frame in the corrective action a determination of further action will be reflective of Head Start and Tri-County Community Council Policy and Procedures and may incur an additional corrective action, termination of employment, or change of job position.