

Additional Conduct Policies

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Additional Conduct Policies

- Absence
- COVID
- Theft
- Expectations Meetings
- Want & Need Requests
- Conflict Resolution

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Absences


- Excused Absence
- Leave of Absence
- Unplanned Absence
- Tardiness
- No-Show
- Sick Day
- Mental Health Day

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COVID

- Symptoms and Testing
- Remote Work
- Physical Distancing & Sanitation Precautions On-Site



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Theft

- Trauma
- Safe Space for Self-Advocacy
- Wants & Needs
- Disclosure/Discovery
- Making Amends & Accepting Consequences



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Expectations Meetings

Employee Name _____
 Supervisor _____
 Date of Meeting _____

Previous Expectations Meetings

1 st Meeting	2 nd Meeting	3 rd Meeting	Oral/Written	Date	By Whom

Supervisor Statement _____

Employee Response _____
 I agree/disagree (circle one) with the supervisor's statement.

Action to Be Taken
 Warning Suspension Termination Other _____

Next Steps Should Incident Happen Again: _____

I have read this Expectations Review, understand its contents, acknowledge them, and the Action Plan was covered with me today.
 Employee Signature _____
 Supervisor Signature _____

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Wants & Needs Requests

Tangible Want Request Form

Name: _____ Date: _____
 Item Wanted (one form per item): _____
 Reasoned Value (RV) of item \$ _____, my price is 20% of RV: \$ _____
 I plan to pay for this item using:
 cash
 volunteer hours (valued at \$15/hr)
 If I am paying cash, I am going to:
 pay in full once
 pay \$ _____ per week for _____ weeks
 If I am using volunteer hours, I will need to donate _____ hours to pay for it.
 I plan to have this item paid for by (date): _____
 Avc. Initial Date Avc. Initial Date Avc. Initial Date Avc. Initial Date
 Date Fulfilled: _____ Staff Initial: _____

Tangible Need Request Form

Name: _____ Date: _____
 Item(s) Needed: _____
 Reason(s) Needed (select all that apply):
 Food Prep Cleaning
 Seasonal Clothing Education
 Comfortable Sleeping Safety
 Transportation
 Any Specific Requirements? _____
 Date Fulfilled: _____ Staff Initial: _____

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Conflict Resolution



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