

Senior Community Service Employment Program (SCSEP) – Program Termination



Effective Date: 2/21/19

Duration: Indefinite

Background: SCSEP serves low-income unemployed persons who are 55 years of age and older. The program is designed to provide useful part-time community service training opportunities for participants to enhance the abilities, skills and aptitudes of participants to increase their opportunities to obtain mainstream employment and foster individual economic self-sufficiency. The purpose of this policy is to establish formal written guidelines relating to SCSEP program termination for participants in the Senior Community Service Employment Program (SCSEP).

SCSEP Program Termination Policy and Processes/Procedures: All NETLWDB SCSEP program terminations must follow Federal and State policies. All participants have the right to appeal under the SCSEP defined grievance procedure within 30 days of the termination letter. A copy of the grievance procedure will be attached to the termination letter.

- A. Voluntary Termination:** If a SCSEP participant decides to voluntarily resign, one week notice should be provided by the participant and the reason for resigning should be stated. The participant will work with the Sub-grantee, as defined in the Participant Handbook, to provide necessary information for the participant's exit. The participant may be asked to submit copies of acceptable documentation to verify the reason for exiting SCSEP.
- B. Involuntary Termination:** Each SCSEP Sub-grantee will make involuntary terminations in accordance with Federal and State guidance. This Termination Policy ensures that involuntary terminating a participant will be done in a fair and equitable manner. There is no upper-age limit for participation in SCSEP and participants will not be terminated due to age.

Except for serious violations requiring immediate action as defined in this policy, participants will receive counseling and an opportunity for corrective action before a formal termination notice is issued. In all cases, participants will receive a 30-day termination letter notifying them of the date of exit and the reason for the termination. Participants will receive both a copy and a verbal explanation of the Involuntary Termination Policy during program orientation.

As per SCSEP TDLWD Policy, involuntarily termination reasons from the SCSEP includes:

- 1) Termination due to knowingly providing false information in the eligibility process
- 2) Termination due to the incorrect determination of a participant as eligible
- 3) Termination due to no longer being eligible annually at re-certification or due to a substantial change in the participant's circumstances
- 4) Termination due to 48 month participation limitation
- 5) Termination due to becoming employed during enrollment

- 6) Termination for cause, including:
 - a) Income eligibility determined at recertification
 - b) Unwillingness to perform assigned duties without good cause
 - c) Refusal to accept a different community service assignment that is consistent with the IEP without good cause
 - d) Frequent tardiness or unauthorized absences
 - e) Falsification of time sheets or other official documents
 - f) Insubordination, provided there were no extenuating circumstances and the directions or instructions were reasonable
 - g) Non-compliance with the drug and alcohol free policy
 - h) Using obscene, abusive, harassing or threatening language or behavior
 - i) Theft, meaning illegal taking or withholding of the property of another without permission
 - j) Intentional disclosure of confidential or private information obtained from the host agency, grantee, or local project
 - k) Physical violence or intentional destruction of property
 - l) Causing an imminent threat to health or safety to self or others
 - m) Workplace harassment or discrimination
 - n) Exceeding a program approved break by failing to return by the required date without due notice or good cause
 - o) For-cause termination that requires immediate removal from the host agency and leave without pay pending termination

SCSEP participants may be terminated for refusing to accept three job offers or referrals appropriately related to his or her IEP without good cause. The participant will be notified and immediately sent a 30-day notification-of-termination letter. The participant will be able to continue participating in the program until the date of exit noted in the letter. IEP related termination for good cause may be in relation to non-compliance in one or more of the following:

- 1) Job searching and submitting required documentation;
- 2) Attending a job interview;
- 3) Accepting an initial or alternative training assignment;
- 4) Registering at the local AJC for employment
- 5) Improving personal habit or appearances;
- 6) Participating in workshops, training etc.;
- 7) Pursuing a HiSET; and/or
- 8) Working on putting support services in place

Immediate action to remove the participant from the host agency may be required if the participant's violation of the NETLWDB and TDLWD policy is of a serious nature. In this case, the participant will be placed on leave without pay, and a written 30 day notice of termination will be sent to the participant. Examples of circumstances warranting immediate removal may include:

- Gross misconduct, such as violating TDLWD's Drug and Alcohol Policy or intentionally endangering the lives of oneself or others
- Violence, including physical or extreme violence at the training site
- Individual Employment Plan terminations

The SCSEP Sub-grantee will follow Federal and State participant written notice requirements including the citation of a specific incidence in which participant did not fulfill his/her responsibility. The notice must list the specific event, cite the jointly signed

agreement provision and provide time for corrective action.

Participant Corrective Action and Warning: A participant will be given an opportunity to correct his or her behavior or conduct, or his or her failure to comply with IEP requirements except in cases involving serious harm or imminent threat to health, safety, property, etc. At any point, if a participant makes positive efforts or the participant's lack of action is justified, corrective action will be discontinued. The following steps for corrective action as outlined in TDLWD guidance will be taken.

Step 1: A verbal warning along with written requirements to correct his or her behavior or conduct.

Step 2: A verbal warning as well as a written warning documenting the provision of counseling that he or she has 30 days to correct his or her behavior or conduct.

Step 3: A letter will be sent by the Sub-grantee notifying the participant that he/she will be exited 30 days from the date of the letter when a participant does not improve his/her actions or for a third time displays behavior or conduct in the reasons "for cause" terminations.

CONTACT: Questions concerning the above may be addressed to Kathy Pierce, Executive Director of the NETLWDB at kpierce@ab-t.org.

This policy will remain in effect until amended, modified, or set aside by the Northeast Tennessee Local Workforce Development Board.

APPROVED:



Jay Richardson
NETLWDB Chair