

**BEFORE THE BOARD OF HEALING ARTS
OF THE STATE OF KANSAS**

KS State Board of Healing Arts

In the Matter of)
)
Shawna Hendrix, L.R.T.) Docket No. 16HA00016p
Kansas License No. 22-02309)

CONSENT ORDER

COMES NOW, the Kansas State Board of Healing Arts, (“Board”), by and through Tracy M. Fredley, Associate Litigation Counsel (“Respondent”), and Shawna Hendrix L.R.T. (“Applicant”), *pro se*, and move the Board for approval of a Consent Order affecting Applicant’s license to practice as a radiologic technologist in the State of Kansas. The Parties stipulate and agree to the following:

1. Applicant’s last known mailing address to the Board is: P.O. Box 155, Whitewater, Kansas 67154.
2. On or about October 9, 2015, Applicant submitted to the Board an application for reinstatement of licensure to practice as a radiologic technologist. Such application was deemed complete and filed with the Board on Feb 22, 2016.
3. The Board is the sole and exclusive administrative agency in the State of Kansas authorized to regulate the practice of radiologic technology. K.S.A. 65-7301 *et seq.*
4. This Consent Order and the filing of such document are in accordance with applicable law and the Board has jurisdiction to enter into the Consent Order as provided by K.S.A. 77-505. Upon approval, these stipulations shall constitute the findings of the Board, and this Consent Order shall constitute the Board’s Final Order.

Consent Order
Shawna Hendrix, L.R.T.

5. The Kansas Radiologic Technologists Practice Act is constitutional on its face and as applied in the case. Applicant agrees that, in considering this matter, the Board is not acting beyond its jurisdiction as provided by law.

6. Applicant voluntarily and knowingly waives her right to a hearing. Applicant voluntarily and knowingly waives her right to present a defense by oral testimony and documentary evidence, to submit rebuttal evidence, and to conduct cross-examination of witnesses. Applicant voluntarily and knowingly agrees to waive all substantive and procedural motions and defenses that could be raised if an administrative hearing were held.

7. The terms and conditions of the Consent Order are entered into between the undersigned parties and are submitted for the purpose of allowing these terms and conditions to become an Order of the Board. This Consent Order shall not be binding on the Board until an authorized signature is affixed at the end of this document. Applicant specifically acknowledges that counsel for the Board is not authorized to sign this Consent Order on behalf of the Board.

8. The Board has received information and investigated the same, and has reason to believe that there may be grounds pursuant to K.S.A. 65-7313(a)(8) to take action with respect to Applicant's license under the Kansas Radiologic Technologists Practice Act, K.S.A. 65-7301, *et seq.*

9. Applicant was employed as a radiologic technologist at Kansas Medical Center between on or about September 25, 2006, and October 13, 2015.

10. On or about September 23, 2014, Applicant used the KanPay Payment Portal in an attempt to pay her renewal fee; however, that payment was returned for insufficient funds.

11. On or about March 2, 2015 the Board issued a Final Order finding that Applicant failed to remit the renewal fee as required for renewal of her license, and Applicant's license was thereby cancelled by operation of law, for failure to renew. See Exhibit 1: Final Order, Docket No. 15-HA00064, dated February 9, 2015.

12. On or about October 7, 2015, Kansas Medical Center obtained information that Applicant's license was cancelled. Kansas Medical Center conducted an internal investigation and ultimately terminated Applicant from her employment on or about October 13, 2015. See Exhibit 2: Letter from Kansas Medical Center, dated October 13, 2015.

13. Applicant was terminated from the Kansas Medical Center due to a failure to notify her employer of issues regarding her State of Kansas licensure, a failure to abide by company policy, and being subject a final order and cancellation of license by the Kansas State Board of Healing Arts.

14. The Kansas Medical Center submitted to the Board a copy of Applicant's radiology technician job description. In that job description it states that Applicant must be licensed by the State of Kansas as a radiologic technician. See Exhibit 3: Kansas Medical Center, Job Description.

15. The Kansas Medical Center also submitted to the Board a copy of the Policy and Procedures for Licensure of Employees for all professionally certified staff. The policy shows that Applicant was required to remain current in her professional license with the state of Kansas. The policy also states "Any employee that allows their license to expire or change in license status will be suspended from their duties and will face disciplinary action." According to the Kansas Medical Center, because Applicant failed to abide by the

policy, she was terminated from employment. See Exhibit 4: Licensure of Employees, Human Resources.

16. Applicant performed duties as a radiological technician without a license to do so at the Kansas Medical Center from March 2, 2015, to October 13, 2015. See Exhibit 5: Letter from the Kansas Medical Center, dated December 15, 2015.

17. Applicant acknowledges that if formal hearing proceedings were conducted and Applicant presented no exhibits, witnesses or other evidence, the Board has sufficient evidence to prove that Applicant has violated the Kansas Radiologic Technologists Practice Act with respect to the above allegations. Applicant further waives her right to dispute or otherwise contest the allegations contained in the above paragraphs in any further proceeding before this Board.

18. Applicant violated K.S.A. 65-7313(a)(8), as further defined by K.A.R. 100-73-6(d), due to being sanctioned/disciplined by her employer, Kansas Medical Center, in the form of termination of her employment at Kansas Medical Center due to failing to notify Kansas Medical Center of issues regarding her State of Kansas licensure and being subject a final order and cancellation of license by the Kansas State Board of Healing Arts.

19. Pursuant to K.S.A. 65-7313(a), the Board may revoke, suspend, limit, censure or place under probationary conditions Applicant's license, and an Applicant may also be censured, reprimanded, or fined pursuant to K.S.A. 65-2863a.

20. According to K.S.A. 77-505, the Board has authority to enter into this Consent Order without the necessity of proceeding to a formal hearing.

21. All pending investigation materials in KSBHA Investigative Case Number 16-00220 regarding Applicant were fully reviewed and considered by the Board members who

serve on the Board's Disciplinary Panel No. 30. Disciplinary Panel No. 30 authorized and directed Board counsel to seek settlement of this matter with the provisions contained in this Consent Order.

22. Applicant further understands and agrees that if the Board finds, after due written notice and an opportunity for a hearing, that Applicant has failed to comply with any of the terms of this Consent Order, the Board may immediately impose any sanction provided for by law, including but not limited to suspension or revocation of Applicant's license to practice as a radiologic technician in the State of Kansas. Applicant hereby expressly understands and agrees that, at any such hearing, the sole issue shall be whether or not Applicant has failed to comply with any of the terms or conditions set forth in this Consent Order. The Board acknowledges that at any such hearing, Applicant retains the right to confront and examine all witnesses, present evidence, testify on his own behalf, contest the allegations, present oral argument, appeal to the courts, and all other rights set forth in the Kansas Administrative Procedures Act, K.S.A. 77-501 *et seq.*, and the Kansas Radiologic Technologists Practice Act, K.S.A. 65-7301 *et seq.*

23. Nothing in this Consent Order shall be construed to deny the Board jurisdiction to investigate alleged violations of the Kansas Radiologic Technologists Practice Act or to investigate complaints received under the Risk Management Law, K.S.A. 65-4921 *et seq.*, that are known or unknown and are not covered under this Consent Order, or to initiate formal proceedings based upon known or unknown allegations of violations of the Kansas Radiologic Technologists Practice Act.

24. Applicant hereby releases the Board, its individual members (in their official and personal capacity), attorneys, employees and agents, hereinafter collectively referred to as

“Releasees”, from any and all claims, including but not limited to those alleged damages, actions, liabilities, both administrative and civil, including the Kansas Judicial Review Act, K.S.A. 77-601 *et seq.* arising out of the investigation and acts leading to the execution of this Consent Order. This release shall forever discharge the Releasees of any and all claims or demands of every kind and nature that Applicant has claimed to have had at the time of this release or might have had, either known or unknown, suspected or unsuspected, and Applicant shall not commence to prosecute, cause or permit to be prosecuted, any action or proceeding of any description against the Releasees.

25. Applicant further understands and agrees that upon signature by Applicant, this document shall be deemed a public record and shall be reported to any entities authorized to receive disclosure of the Consent Order.

26. This Consent Order, when signed by both parties, constitutes the entire agreement between the parties and may only be modified or amended by a subsequent document executed in the same manner by the parties.

27. Applicant agrees that all information maintained by the Board pertaining to the nature and result of any complaint and/or investigation may be fully disclosed to and considered by the Board in conjunction with the presentation of any offer of settlement, even if Applicant is not present. Applicant further acknowledges that the Board may conduct further inquiry as it deems necessary before the complete or partial acceptance or rejection of any offer of settlement.

28. Applicant, by signature to this document, waives any objection to the participation of the Board members, including the Disciplinary Panel and General Counsel, in the consideration of this offer of settlement and agrees not to seek the disqualification or

recusal of any Board member or General Counsel in any future proceedings on the basis that the Board member or General Counsel has received investigative information from any source which otherwise may not be admissible or admitted as evidence.

29. Applicant acknowledges that she has read this Consent Order and fully understands the contents.

30. Applicant acknowledges that this Consent Order has been entered into freely and voluntarily.

31. Applicant shall obey all federal, state and local laws and rules governing the practice of radiologic technology in the State of Kansas that may be in place at the time of execution of the Consent Order or may become effective subsequent to the execution of this document.

32. Upon execution of this Consent Order by affixing a Board authorized signature below, the provisions of this Consent Order shall become a Final Order under K.S.A. 77-505. This Consent Order shall constitute the Board's Order when filed with the office of the Executive Director for the Board and no further Order is required.

33. This Consent Order constitutes **public disciplinary action**.

34. The Board may consider all aspects of this Consent Order in any future matter regarding Applicant.

35. Applicant understands that a Temporary License shall be issued based upon Applicant's signing this Consent Order, paying the temporary license fee, abiding by the terms of this Consent Order, and upon an authorized Board signature. Applicant further understands that the Temporary License is only effective until a hearing is held by the Board on ratification of this Consent Order and that if the Board fails to ratify this Consent

Order, the Temporary License shall immediately expire at the conclusion such hearing. If the Board ratifies this Consent Order, Applicant shall be issued a permanent licensure under the terms of this Consent Order.

36. In lieu of conducting a formal proceeding, Applicant, by signature affixed to this Consent Order, hereby voluntarily agrees to the following public disciplinary action against her license to engage in the practice of radiologic technology:

CENSURE

37. Upon Applicant being granted an Active License to practice as a radiologic technologist in accordance with this Consent Order, Applicant is hereby **Publicly Censured** for being sanctioned/disciplined by her employer, Kansas Medical Center, in the form of termination of her employment at Kansas Medical Center due to failing to notify Kansas Medical Center of issues regarding her State of Kansas licensure, failing to abide by Kansas Medical Center policies and procedures, and being subject a final order and cancellation of license by the Kansas State Board of Healing Arts in violation of K.S.A. 65-7313(a)(8), as further defined by K.A.R. 100-73-6(d).

ESSAY

38. Applicant is hereby ordered to write an essay to the Board for public dissemination.

39. The essay shall address the following information:

- a. A discussion regarding the importance of regulating the profession of radiologic technologists through licensure;
- b. A discussion regarding the importance of the renewal process; and

- c. A discussion regarding the importance of abiding by employer policies and procedures.
40. The essay must be at least 500 words, type-written, 12-point font, and double-spaced.
41. Licensee shall properly cite throughout her paper using either the APA or MLA formats, include a "Works Cited" or "References" page, and provide all supporting documentation (e.g. articles, websites, etc.) with her essay.
42. The Board appoints Disciplinary Panel 30's designee to review Applicant's essay and ensure that it complies with the aforementioned requirements.
43. The essay must be submitted on or before April 29, 2016, and mailed to:

Kansas State Board of Healing Arts
Attn: Compliance Coordinator
800 SW Jackson, Lower Level-Ste. A
Topeka, Kansas 66612

IT IS THEREFORE ORDERED that the Consent Order and agreement of the parties contained herein is adopted by the Board as findings of fact, conclusions of law, and as a Final Order of the Board.

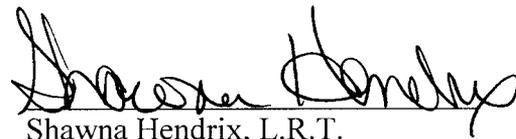
IT IS FURTHER ORDERED that upon meeting all technical requirements for licensure, Applicant shall be granted a license, pursuant to the conditions above.

IT IS SO ORDERED on this 22 day of Feb, 2016.

**FOR THE KANSAS STATE
BOARD OF HEALING ARTS:**


Kathleen Selzer Lippert
Executive Director

2/22/2016
Date


Shawna Hendrix, L.R.T.
Applicant

2/16/16
Date

PREPARED AND APPROVED BY:



Tracy M. Fredley, #25467
Associate Litigation Counsel
Kansas Board of Healing Arts
800 SW Jackson Ave, Lower Level Ste A
Topeka, Kansas 66612
Phone: 785-368-7257
Fax: 785-368-8210
Email: tfredley@ksbha.ks.gov

CERTIFICATE OF SERVICE

I, the undersigned, hereby certify that I served a true and correct copy of the Consent Order by United States mail, postage prepaid, on this 22nd day of February, 2016, to the following:

Shawna Hendrix, L.R.T.
Applicant
PO Box 155
Whitewater, KS 67154

And the original was hand-filed with:

Kathleen Selzler Lippert
Executive Director
Kansas Board of Healing Arts
800 SW Jackson, Lower Level-Suite A
Topeka, Kansas 66612

And a copy was hand-delivered to:

Tracy M. Fredley
Associate Litigation Counsel
Kansas Board of Healing Arts
800 SW Jackson, Lower Level-Suite A
Topeka, Kansas 66612

Compliance Coordinator
Kansas Board of Healing Arts
800 SW Jackson, Lower Level-Suite A
Topeka, Kansas 66612

Katy Lenahan
Licensing Administrator
Kansas Board of Healing Arts
800 SW Jackson, Lower Level-Suite A
Topeka, Kansas 66612



Staff Member

**EFFECTIVE AS A
FINAL ORDER**

DATE: 3/2/15

FILED

FEB 10 2015

**BEFORE THE BOARD OF HEALING ARTS
OF THE STATE OF KANSAS**

KS State Board of Healing Arts

In the Matter of)
SHAWNA L. HENDRIX, L.R.T.)
)
Kansas License No. 22-02309)
_____)

Docket No. 15-HA 00064

SUMMARY ORDER

NOW ON THIS 9th day of February, 2015, this matter comes before Kathleen Selzler Lippert, Executive Director, Kansas State Board of Healing Arts ("Board"), in summary proceedings pursuant to K.S.A. 77-537.

Pursuant to K.S.A. 77-537, this Summary Order shall become effective as a Final Order, without further notice, if no request for hearing is made within fifteen (15) days of service.

Upon review of the agency record and being duly advised in the premises, the following findings of fact, conclusions of law and order are made for and on behalf of the Board:

Findings of Fact

1. Shawna L. Hendrix, L.R.T. ("Licensee") was originally issued license number 22-02309 to practice as a radiographic technologist in the State of Kansas on or about December 28, 2005. Licensee's current license designation is Active, and such license was last renewed on or about February 4, 2014.

2. Licensee's last known mailing address as provided to the Board is: PO Box 155, Whitewater, Kansas 67154.

Summary Order
Shawna L. Hendrix, L.R.T., License No. 22-02309

EXHIBIT 1
BD / LIC / APP
CASE NAME Hendrix
DOCKET 15HA00064

3. On or about September 23, 2014, pursuant to K.S.A. 65-7307, Licensee submitted an application for the renewal of her license to practice as a radiographic technologist in the State of Kansas.

4. Further, on or about September 23, 2014, during her application renewal, Licensee utilized the KanPay Payment Portal to remit payment of her renewal licensing fee, in the amount of \$45.00.

5. As a result of the payment made through KanPay for the renewal fee, Licensee's application for renewal was approved, and her license to practice as a radiologic technologist in the State of Kansas was renewed on approximately September 23, 2014.

6. On or about December 22, 2014, the Board received notification from Kansas.gov, formally known as Information Network of Kansas, that Licensee's license renewal remission of \$45.00 was returned for insufficient funds.

7. On or about December 23, 2014, Board staff sent a letter through the United States Postal Service, First-Class Mail with postage prepaid to Licensee that requested Licensee remit to the Board the licensing fee of \$45.00 and the late fee of \$5.00, for a total amount due to the Board of \$50.00 on or before January 12, 2015.

8. Licensee failed to remit the indebted amount to the Board in the amount of \$50.00 by the due date of January 12, 2015.

9. Moreover, to date, Licensee has not remitted to the Board her required licensing fee payment or her late fee payment.

Applicable Law

14. K.S.A. 65-7307(b) of the Kansas Healing Arts Act states in pertinent part:

If the licensee fails to submit an application for renewal on a form provided by the board, or fails to pay the renewal fee by the date of expiration, the board shall give a second notice to the licensee that the license has expired and the license may be renewed only if the application for renewal, the renewal fee, and the late renewal fee are received by the board within the thirty-day period following the date of expiration and that, if both fees are not received within the thirty-day period, the licensee shall be deemed canceled by operation of law and without further proceedings.

Conclusions of Law

15. The Board has jurisdiction over Licensee as well as the subject matter of this proceeding, and such proceeding is held in the public interest.

16. The Board finds that Licensee has failed to comply with K.S.A. 65-7307(b) in that Licensee has failed to remit the renewal fee as required for the renewal of her Kansas license to practice as a radiographic technologist.

17. Based on the facts and circumstances set forth herein, it appears that the use of summary proceedings in this matter is appropriate, in accordance with the provisions set forth in K.S.A. 77-537(a), in that the use of summary proceedings does not violate any provision of the law and the protection of the public interest does not require the Board to give notice and opportunity to participate to persons other than Licensee, Shawna L. Hendrix, L.R.T.

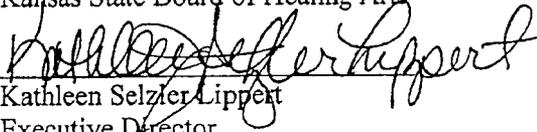
IT IS, THEREFORE, ORDERED that Licensee's Kansas license to practice as a radiologic technologist is hereby **CANCELED BY OPERATION OF LAW FOR FAILURE TO RENEW** for Licensee's failure to comply with the licensing renewal requirements of the Radiographic Technologists Practice Act.

Summary Order
Shawna L. Hendrix, L.R.T., License No. 22-02309

PLEASE TAKE NOTICE that upon becoming effective as a Final Order, this document shall be deemed a public record and be reported to any reporting entities authorized to receive such disclosure.

Dated this 9th day of Feb, 2015.

Kansas State Board of Healing Arts



Kathleen Selzer Lippert
Executive Director

Summary Order
Shawna L. Hendrix, L.R.T., License No. 22-02309

FINAL ORDER NOTICE OF RIGHTS

PLEASE TAKE NOTICE that this is a Final Order. A Final Order is effective upon service. A party to an agency proceeding may seek judicial review of a Final Order by filing a petition in the District Court as authorized by K.S.A. 77-601, *et seq.* Reconsideration of a Final Order is not a prerequisite to judicial review. A petition for judicial review is not timely unless filed within 30 days following service of the Final Order. A copy of any petition for judicial review must be served upon Kathleen Selzler Lippert, Executive Director, Kansas Board of Healing Arts, 800 SW Jackson, Lower Level-Suite A, Topeka, KS 66612.

CERTIFICATE OF SERVICE

I, the undersigned, hereby certify that a true copy of the foregoing **FINAL ORDER** was served this 3rd day of March, 2015 by depositing the same in the United States Mail, first-class, postage prepaid, and addressed to:

Shawna L. Hendrix, LRT
PO Box 155
Whitewater, KS 67154

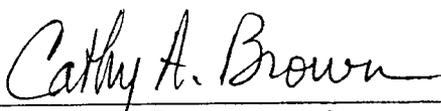
And a copy was hand-delivered to:

Jane Weiler, Associate Litigation Counsel
Kansas State Board of Healing Arts
800 SW Jackson, Lower Level-Suite A
Topeka, Kansas 66612

Katy Lenahan, Licensing Administrator
Kansas State Board of Healing Arts
800 SW Jackson, Lower Level-Suite A
Topeka, Kansas 66612

Office of the General Counsel
Kansas State Board of Healing Arts
800 SW Jackson, Lower Level-Suite A
Topeka, Kansas 66612

And the original was filed with the office of the Executive Director.



Cathy Brown, Executive Assistant



October 13, 2015

Shawna Hendrix
217 S. Elm
Whitewater, KS 67154

Dear Shawna:

Effective immediately, you have been terminated from Kansas Medical Center (KMC). You have violated a duty owed to KMC to maintain proper licensure status, that duty is defined in our policy as you know.

If you have any questions, please feel free to contact me at 316-300-4055.

Regards,

A handwritten signature in cursive script that reads "Hanna Simon".

Hanna Simon
Human Resources Manager

EXHIBIT	2
(BD) / LIC / APP	
CASE NAME	Hendrix
DOCKET	16 HAC 001



Kansas Medical Center Job Description

POSITION: Radiology Technician

REPORTS TO: Chief Operating Officer

Role Expectations: Radiology performs x-ray duties including processing, fluoroscopy, Mini C-Arm, portable x-rays.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for monitoring OR schedule to ascertain when radiology and what type of radiological services will be needed for next day surgery. Notify OR Manager of any conflicts or problems, if possible before they arise.
2. Check x-ray equipment to ensure it is in proper working order according to manufacturer's guidelines.
3. Ensures correct performance of radiology services including patient and staff safety.
4. Responsible for all control process for radiology for Risk Management and safety.
5. Demonstrates appropriate knowledge and competence of designated skills identified for position.
6. Adheres to established hospital safety requirements and procedures to ensure a safe working environment.
7. Demonstrates the safe operation of equipment and machinery and follows procedures for reporting and correcting an unsafe situation.
8. Communicates patient information to assure confidentiality and continuity of care.
9. Interacts with all patients, families, visitors, and fellow employees in a mature, responsible manner to ensure a positive and professional hospital environment.

Licensure/Certifications: Radiology License for the State of Kansas. BCLS required.

Experience: At least one (1) year experience in radiology general experience.

Education/Training:

Physical Requirements: Candidate must be able to read, write and speak English fluently, have cognitive skills for math, reading, filing and sterile technique skills. Communication skills to deal well with employees, patients, families and physicians. Vision for near, mid-range, far and accommodation. Hearing for low, medium, and high pitch. Job requires physical ability for long term standing, occasional sitting, crouching, kneeling, frequent walking, reaching with reaching above head

EXHIBIT	3
BD / LIC / APP	
CASE NAME	Hendrix
DOCKET	16HACCC66

and below waist. Job risk include exposure to blood and body fluids (high), contact with laser and chemicals, lifting of 30 - 75 pounds, and exposure to infectious disease.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Radiology Technology and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Employee Signature

Date

I. PROCEDURE

Licensed or certified professional staff will be required to maintain current licensure to practice in the State of Kansas.

- Employees shall provide a valid license and/or certificate prior to employment. Copies will be made and placed in the employee's training file. For agencies that do not issue a physical copy of a license, the employee will be required to get a print out from the agencies website verifying their license.
- All license and certification information will be logged into the HealthStreams learning system by the Human Resources Manager.
- Employees will be responsible for maintaining their license and certification at their own expense.
- Employees will be responsible for providing verification of a current license. Prior to a license expiring, the employee will present a renewed license or print off from the issuing authority showing that the license has been renewed. The employee will provide a copy of renewal to their manager and then the manager will submit current license renewal to Human Resources Manager. A copy of the license and/or certification will be placed in the employee's training file.
- Employees will be responsible for informing the department manager of any change in their license or status. After the department manager is given the information about the change, the department manager will inform the Human Resources Manager and Chief Nursing Officer of the change.
- The Human Resources Manager will run monthly reports from the HealthStreams learning system. The report will list upcoming license expiration details. This information will be provided to the department managers for follow up action with the employees.
- Any employee that allows their license to expire or change in license status will be suspended from their duties and will face disciplinary action. This suspension will continue until the employee's license is fully renewed. If an employee performs their duties without having completed the renewal process as outlined in this process they will receive disciplinary action up to an including termination.



Top



PURPOSE:

The purpose of this procedure is to establish a standard and expectation for maintaining licensing requirements for all certified professional staff of Kansas Medical Center. Additionally, it establishes the system for accountability for violations of licensing requirements.



POLICY:

Remaining current on licensing requirements is critical for the continued operation and good standing of the hospital, and is required of all certified professional staff. This policy applies to all licensed employees of Kansas Medical Center.



PROCEDURE:**I. RESPONSIBILITY**

1. Each employee will be responsible to remain current on their professional license. Additionally, each employee will be required to provide verification of their license prior to its expiration.
2. Human Resources Manager will have the responsibility of monitoring the current licensure of all KMC employees and provide KMC managers with licensing information.
3. Each manager will have the responsibility of monitoring the current licensure of each of the employees in their department. Managers will be required to routinely check the monthly license report provided by human resources for any licenses that are coming due to provide reminders to employees and follow up with employees prior to expiration of license.
4. The Human Resources Manager will have responsibility for determining the appropriate form of corrective measure to be taken in regard to any violation of the licensing procedure. The Human Resources Manager will coordinate with the appropriate department manager to discuss the form of corrective action.
5. The Human Resources Manager will inform the Chief Executive Officer of any serious infractions that will lead to termination.