

Seattle Restored Progressive Action Plan

Seattle Restored shall have the right to activate a progressive action plan or removal of a participant from the Seattle Restored program for "just cause." "Just cause" means Seattle Restored must have a reason ("cause") for imposing an action plan and the reason must be fair ("just"). Seattle Restored may set policies regarding the requirements and qualifications of Seattle Restored participants.

An action plan shall not be applied when Seattle Restored demonstrates that the nature of the offense is so serious as to justify immediate removal from the program.

Seattle Restored Progressive Action Plan, except in serious cases warranting immediate escalated action or program removal, will follow sequentially: Coaching Conversation, Formal Warning, Final Warning, and Program Removal.

Coaching Conversation with Seattle Restored Staff

If a participant does not meet program contract requirements, performance or conduct falls short, the Seattle Restored program staff will meet with the participant and talk with them about what is needed to meet expectations. For most participants hopefully this will be all that's needed in meeting program expectations. Participants are required to acknowledge receipt of the coaching conversation with their signature. This will be placed in the participants file.

Formal Warning from Seattle Restored Program Manager

If within 2 weeks after the participant's coaching conversation they do not rectify the contract default, their performance or conduct doesn't improve to the expected level, the Seattle Restored Program Manager may ask the participant to revisit the earlier conversation about expectations. Hopefully, this will help the participant better understand participant obligations and what their focus should be to improve their performance or conduct. During this step the Seattle Restored Program Manager will communicate the expected obligations, performance and/or conduct and the actions they must take in order to meet obligations and expectations. Participants are required to acknowledge receipt of the Formal Warning with their signature. This will be placed in the participants file.

Final Warning from Seattle Restored Program Manager and Office of Economic Development

Finally, if after the coaching conversation and formal warning the participant does not meet expectations *within 4 weeks of the formal warning*, the Seattle Restored Program Manager may meet with the Participant again and talk with them about their responsibility to meet all of expectations as earlier discussed. If the Participant demonstrates improvement, has met Seattle Restored program expectations and meets the objectives outlined, they will be considered in good standing. They may continue in the program.

Program Removal

If the participants performance and/or conduct initially improves after the Final Warning but subsequently falls below expectations at a later point the Seattle Restored Program Manager will

partner with Seattle's Office of Economic Development staff to determine if removal from the program is warranted.

Participants may be required to return full or partial participant payment if the contract has not been fulfilled and the participant is removed from the program.

Participants will be notified in writing regarding removal from the program, timeline, any returned payment requirement, and ramifications of removal from the program.