

## 6. PROBATION POLICY

<b>Policy Number</b>	CI-006
<b>Board Decision</b>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<b>Date of Board Action</b>	January 17, 2014
<b>Effective Date</b>	January 17, 2014
<b>Officer Signature &amp; Date</b>	

### ***Introduction***

United Way of the Greater Chippewa Valley strives to set forth clear and realistic expectations between United Way and program partner agencies. Occasionally during the annual progress report review process, certain significant issues are raised that cause concern about an agency's ability to continue to provide quality programming. The issues may be ongoing or they may be a one-time event in the course of the agency's lifespan. Those issues must be reviewed thoroughly and monitored consistently to ensure continued quality programming.

### ***Policy***

An agency and/or a program may be placed on probation, if the agency's finances, management practices, outcome measurement process, or programs warrant significant improvement, unmet deadlines as set forth by United Way of the Greater Chippewa Valley (e.g., audit deadlines, application due dates, etc.), failure to meet eligibility and reporting requirements, breach of the law (local, state, and/or federal law), soliciting in the workplace for designated contributions, public activities which create a negative environment for all nonprofit health and human service agencies.

Programs and/or agencies may be recommended to be placed on probation by the annual progress report review volunteers if programmatic issues warrant it. The United Way of the Greater Chippewa Valley Board of Directors will take action on recommendations from the review volunteers.

Agencies or programs placed on probation should make every effort to improve their processes immediately. If the concerns raised during the reviews have not been adequately addressed within one year, as determined by the review volunteers, the program(s) will be defunded.

### ***Appeals Process***

1. **All appeals must be delivered in writing.**
2. If an agency determines that it is not in agreement with United Way's decision and is placed on probation, the agency may request an appeal within 30 days of the receipt of United Way's notification letter. **An agency's lack of awareness of the Probation Policy will not be considered grounds for appeal.**
3. The grounds for appeal will be reviewed by the Community Mobilization Committee within 30 days of receipt of written agency request.
4. If the Community Mobilization Committee rules that the appeal does have sufficient merit, United Way will expunge the violation.

5. If the Community Mobilization Committee rules that the appeal *does not have merit*, the agency retains the right to appeal to the United Way Board of Directors within 30 days of notification.
6. If an agency was defunded and the appeal results in a reversal, funding allocations will be reinstated retroactively to the defunding date.