



PROBATION AND / OR SUSPENSION POLICY

The Food Bank RGV will conduct an on-site visit of each Partner Agency prior to membership approval. Once approved, each Partner Agency is monitored on or after its six-month anniversary, and again on or after its twelve-month anniversary. Following the first year, each Member Agency will be monitored once annually. However the Food Bank RGV, in its own discretion, reserves the right to monitor each and any Member Agency more frequently. Monitoring may be done by on-site visits and/or oral or written communication.

Violations

1. Exchanging donated food or other products for money, property or services.
2. Removal of donated food or other products from an on-site program for private use.
3. Using donated food or other products in a manner that is not related to the exempt purposes of the Member Agency.
4. Delinquent reimbursement of shared maintenance contributions.
5. Donated food or other products are improperly stored, refrigerated or transported.
6. Donated food or other product is improperly stockpiled.
7. Member Agency is in violation of any state or local statute, ordinance, code or regulation
8. Member Agency otherwise violated the Basic Agreement between itself and the Food Bank RGV.

Procedure

Probation: A Member Agency may be placed on probation for a period not to exceed three months if found to be in violation. Notification must be in writing. The Senior Manager of Programs & Equity and/or Chief Executive Officer have authority to place member agencies on probation. In any event the Senior Manager of Programs & Equity and the Chief Executive Officer shall be informed when a Member Agency is placed on probation. The Member Agency may appeal its probationary status to the Chief Executive Officer by delivering such appeal, in writing, to the Chief Programs Officer and/or the Chief Executive Office. The Chief Executive Officer will keep the President of the Board of Directors informed.

The purpose of the probationary period is to place a Member Agency on notice that it must bring its program into compliance or it will be suspended. During the probationary period, the Chief Programs Officer or the Chief Executive Officer shall have the authority to extend the probationary period or to suspension of the Member Agency. The Member Agency may appeal this decision as previously outlined. A Member Agency's probationary status terminates when one of the following occurs:

1. The Member Agency satisfies the Senior Manager of Programs & Equity and/or the Chief Executive Officer that the violation has been rectified; or
2. The Senior Manager of Programs & Equity and the Chief Executive Officer has suspended the Member Agency.

Suspension: A Member Agency may be suspended, without first being placed on probation, if found in violation of violations 1, 2, or 3. All other violations must be preceded by a probationary period for the violation in question, or not less than three other probationary periods for not less than three offenses. Upon suspension, an agency loses all the rights and privileges of a Member Agency as well as its status as such.

_____ hereby fully understands the probation and/ or suspension policy.
Member Agency

Board President/Pastor

Date

Executive Director/Program Director

Date

The Food Bank of the Rio Grande Valley, Inc. does not discriminate on the basis of race, color, national origin, sex (including gender identity and sexual orientation) or expression, citizenship, religion, gender, political beliefs, ancestry, age, marital status, disability, unfavorable discharge from military or status as a protected veteran, reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. This institution is an equal opportunity provider.



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