

## **DISMISSAL PROCESS**

As representatives of the University of Tennessee Extension, volunteers agree to abide by UT's policies and expectations. If a volunteer's behavior is not acceptable or in the best interest of UT Extension, the volunteer program, or program clientele, he or she may be reprimanded or asked to leave the program.

1. County UT Extension agent identifies the problem/issue. Every attempt will be made to correct disqualifying behavior, which may include retraining, reassignment and placement on inactive status. Documentation will be made of each case. A written warning will be issued to the Master Gardener in question, stating the problem, how it should be corrected and a deadline for correction. County office and managing agent will be copied on all documentation.

2. The issue is reviewed after the specified compliance period. If a volunteer's actions continue to disqualify him or her from active program participation, the issue will be referred to the county director for review and consultation with the State Master Gardener Coordinator.

3. If after consultation and review of the written documentation it is determined that the volunteer must be removed from the program, the volunteer will be personally contacted by letter outlining the reason(s) for dismissal and effective date of termination of certification.