

## **Progressive Discipline guidelines**

If student employees fail to meet reasonable standards of performance, supervisors are expected to take appropriate action in the manner outlined in this set of guidelines. The goal of these steps is to improve job performance, so that the student may continue as an effective member of the working environment.

### **Step 1: Verbal counseling**

- Schedule verbal counseling no later than one workday after the incident
- Clearly specify the reason for the action
- State that this is verbal counseling and failure to improve job performance may result in more progressive action
- Keep a record of the time and date of the counseling, the reason for the counseling, and the date of the incident

### **Step 2: Written warning**

- List the job performance problems that have caused disciplinary action to be taken
- Indicate the dates that specific instances occurred
- Document previous verbal counseling including actions that were taken
- Include desired changes in job performance
- Keep a copy

### **Step 3: Suspension**

- The supervisor has the option of suspending the student from employment for a period of up to 10 working days (not to exceed)
- Specify the job performance problems that have caused disciplinary action to be taken
- Indicate the dates that specific instances occurred
- Document previous oral and written counseling, including actions that were taken
- Specify effective dates of the suspension period
- Note the right of the student to appeal the suspension

### **Step 4: Termination**

If, after returning to work following a period of suspension, a student employee's performance continues to be unsatisfactory, the supervisor may terminate the student from employment. Notification of the termination shall be made in person and in writing. The written notification of the termination must include the date on which the separation will become effective and a specific statement as to the cause of termination. A copy of a.) the termination notification, b.) the suspension notification, and c.) the written warning must be sent to us for inclusion in permanent files.