

[EL13] Progressive Discipline for Policy Violation

The CEO will not fail to apply progressive discipline to any staff member for a policy violation. Accordingly, the CEO will not fail to use one or more of the following forms of discipline within the parameters of jurisprudence and considering the severity and frequency of a violation.

1. Inform the staff member of any policy violation in writing,
2. Provide a written reprimand that includes an explanation and the consequences that result from the violation,
3. Suspend the staff member with a warning for further discipline upon subsequent policy violation,
4. Provide a notice of termination to the employee that includes justification for this action.

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