Corrective Discipline Process
Employee Misconduct

Corrective Discipline Steps

Step 1 – Prevent the need for corrective Discipline
  • Inform, train, provide PD on work requirements/expectations
  • Critical Policy sign-off
  • Be honest on evaluations

Step 2 – Informal Reprimand
  • Done at FIRST sign of concern/issue (anecdotal notes)

Step 3 – Formal Reprimand – Memo of Concern(s)
  • Risk Assessment/Reasonable Suspicion Checklist (call HR)
  • Letter of Concern
  • S.M.A.R.T. directives (Specific, Measurable, Achievable, Realistic, & Timely)
  • Employee Signature

Step 4 – Follow-up
  • Meet to discuss progress/compliance - within 1 month
  • Summary of meeting w/ employee Signature

Step 5 – Written Reprimand
  • Risk Assessment (call HR)
  • Written explanation from Employee
  • Contact Admin. of Schools AND HR
  • Corrective Action Plan (CAP) written
  • Letter of Reprimand – use SPOKES & SMART directives
  • Employee Signature

Step 6 – Corrective Action Plan (CAP)
  • Provide assistance to correct misconduct
  • After written reprimand – meet to discuss progress – within 1 month.
  • Summary of meeting w/ employee signature (each meeting)
  • This may need to happen multiple times

Step 7 – Sanctions Committee
  • If no conduct improvement by employee
  • Meet w/ Admin. of Schools and HR to discuss misconduct & further action steps.

Step 8 – Probation
  • Follow Sanction Committee recommendation
  • Probation recommendation (SPOKES, SMART directives & Corrective Action Plan) w/ employee signature.
  • Placed on probation by HR (usually 1 year)

Step 9 – Follow-up
  • Meet to discuss progress/compliance – within 1 month
  • Summary of meeting w/ employee signature

Step 10 – Sanctions Committee
  • If no conduct improvement by employee
  • Meet w/ Admin. of Schools and HR to discuss misconduct & further action steps.

Step 11 – Suspension/Termination
  • Follow Sanctions Committee recommendation(s)
  • Meeting w/ employee, immediate supervisor, & HR to conduct the termination meeting
  • Notice of Termination (30 day notice)/employee option to resign

Document ALL Relevant Communication, Data & Evidence Throughout Process

See “Corrective Discipline Procedures” form for specific and detailed information regarding each step.