

## 4-STEP PROGRESSIVE DISCIPLINARY CHECK-LIST

In the exercise of the progressive discipline process, the District's values of honesty, ethical behavior and mutual respect should guide the content, presentation, and handling of all disciplinary situations and actions. Through a careful review process the Superintendent intends to maintain objectivity, fairness and consistency in the District's progressive discipline process. Refer to Policy DCD(LOCAL)

▪The following *Progressive Discipline Stages* involve meeting with the employee to bring attention to the existing unacceptable performance conduct or behavior issue.

| <b>VERBAL WARNING STAGE</b>  |  |             |                |
|------------------------------|--|-------------|----------------|
| <b>ISSUE</b>                 |  | <b>DONE</b> | <b>REMARKS</b> |
| 1a                           | The supervisor should discuss the nature of the problem and describe the expectations  |             |                |
| 1b                           | The supervisor should clearly describe the required steps the employee must take to improve upon the problem and sustain the improvements.   |             |                |
| 1c                           | Within ten days of the meeting the supervisor shall prepare written documentation of the Step One Meeting.   |             |                |
| <b>WRITTEN WARNING STAGE</b> |  |             |                |
| 2a                           | Supervisor must provide more formal documentation of the unacceptable actions or behavior.   |             |                |
| 2b                           | Supervisor must outline additional disciplinary actions or behavior the employee may be subject to, up to and including termination should be included in the written warning.                   |             |                |
| 2c                           | During the WRITTEN WARNING STAGE Meeting, the Supervisor shall meet with the employee to review<br>a) any additional incidents or information as well as prior relevant corrective action plans. |             |                |
| 2d                           | The Supervisor shall, in advance, coordinate with the Area or Assistant Superintendent about the situation and the next steps.   |             |                |
| 2e                           | Administration shall outline the consequences for the employee of his/her continued failure to meet performance or behavior expectations.  |             |                |
| 2f                           | Within ten days of the meeting the supervisor shall prepare written documentation of the WRITTEN WARNING meeting.  |             |                |
| 2g                           | A growth plan may be issued that lists the required immediate and sustained corrective actions.  |             |                |

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| 2h  | If a growth plan is issued, it must be issued within ten business days of the WRITTEN WARNING meeting.   |  |  |
| 2i  | The employee shall always be asked to sign the warning documents to demonstrate that he or she had a discussion with the employee's supervisor.  |  |  |
| <b>FINAL WRITTEN WARNING STAGE</b>          |  |  |  |
| 3a  | If performance or attitude does not improved on a sustained basis, the Supervisor shall conduct a FINAL WRITTEN WARNING STAGE meeting with employee and the Human Resource Classified/Certified Administrator.   |  |  |
| 3b  | The employee shall be issued his/her final written warning during this meeting.  |  |  |
| 3c  | The documentation in the written warning shall include <ul style="list-style-type: none"> <li>a) copies of previous warnings</li> <li>b) indicate specific areas in which the employee was to address and improve upon</li> <li>c) specify the time period in which the employee needed to improve</li> <li>d) specify the time period in which the employee needed to take the necessary and sustained improvements.</li> </ul> |  |  |
| 3d  | A growth plan may be issued that lists the required immediate and sustained corrective actions.  |  |  |
| 3e  | If a growth plan is issued, it must be issued within ten business days of the FINAL WRITTEN WARNING meeting.   |  |  |
| 3f  | The employee shall always be asked to sign the warning documents to demonstrate that he or she had a discussion with the employee's supervisor.  |  |  |
| <b>RECOMMENDATION FOR TERMINATION STAGE</b> |  |  |  |
| 4a  | Supervisor shall provide a written letter to the Human Resource Director a recommendation for termination.   |  |  |
| 4b  | Supervisor shall provide the Human Resource Director copies of supporting documentation <ul style="list-style-type: none"> <li>a) listing all actions taken to correct or modify the employee's actions performance</li> </ul>   |  |  |
| 4c  | The Human Resource Director shall review and approve the recommendation for termination.   |  |  |
| 4d  | The District's Legal Counsel shall review and approve the recommendation for termination.  |  |  |
| 4e  | The Superintendent shall review and approve the recommendation for termination.  |  |  |

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| 4f | At the termination meeting, the employee shall be informed of his/her appeal rights and procedures.   |  |  |
| 4g | If necessary, at the termination meeting, for security purposes, a security guard may be present.   |  |  |
| 4h | The employee shall always be asked to sign the warning documents to demonstrate that he or she had a discussion with the employee's supervisor. |  |  |

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