

PROGRESSIVE DISCIPLINARY GUIDELINES MATRIX

CODE:

E = Expectations Memo	T = Termination
VR = Verbal Reprimand	LC = Last Chance Agreement
WR = Written Reprimand	EAP = Employee Assistance Program
S = Suspension	

The actions listed below reflect conduct which is deemed inappropriate and which may result in disciplinary action. It is not an exhaustive list since it is not possible to list every act that may or may not result in disciplinary action. Please note in some cases the matrix indicates possible ranges of action in one box. For example, E to T. This means that the range of discipline could be from an expectations memo to termination, or any level in between. There are variances within the range of disciplinary outcomes and these guidelines are not intended to be mandatory or binding, but offer reasonable progressive steps in dealing with employee behaviors on the job. The final outcome has to be determined based upon specifics of the case and review of the case with the Human Resources Department.

INCIDENTS/OCCURRENCES

A. Attendance/Time Use Problem				
Violation	1st	2nd	3rd	4th
1. No call/no show or absence from work without approval.	WR to T	S to T	T	
2. Absenteeism	E	WR	S	T
3. Excessive or unexcused tardiness	E	WR	S	T
4. Misuse of sick leave.	WR	S	T	
5. Unauthorized overtime.	E	WR	S	T
6. Abandonment of position.	T			
7. Leaving work area without permission.	E to T	WR to T	S to T	T

B. Theft/Damage/Legal Issues				
Violation	1st	2nd	3rd	4th
1. Theft of District property (e.g. equipment, tools, supplies, etc.)	T			
2. Theft of personal property (e.g. co-workers, volunteers).	T			
3. Conviction of a felony or any crime involving moral turpitude.	T			
4. Falsification of employment application (degree, license, length of experience, etc.)	T			
5. Deliberate destruction/damage to MMSD property, property of employees, or members of the general public.	WR to T	S to T	T	
6. Criminal violation/reckless operation or driving under the influence while operating a MMSD vehicle.	S to T	T		
7. Intentional misuse of public funds (i.e. using money for own gain, using money for improper purposes.	T			

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8. Workers' Compensation fraud.	T			
9. Confidentiality violation	WR to T	S to T	T	

C. Behavioral Issues				
Violation	1st	2nd	3rd	4th
1. Use of profanity with students.	VR to WR	WR to S	S to T	T
2. Sexual abuse of a student	T			
3. Inappropriate physical contact with a student (grabbing,/ pushing/pinching etc..).	E to T	WR to T	S to T	T
4. Inappropriate verbal comments to students.	E to T	WR to T	S to T	T
5. Negligence/Incompetence in performance of duties.	E to T	WR to T	S to T	T
6. Insubordination (including, but not limited to, refusal to do assigned work).	WR to T	S to T	T	
7. Acts which may be construed as discrimination/ harassment or retaliation on the basis of race, color, religion, sex, age, physical disability, national origin, medical condition, mental disability, pregnancy, marital status, or other protected class.	WR to T	S to T	T	
8. Consumption or possession of alcoholic beverages or illegal drugs while on duty	LC, EAP to T	T		
9. Reporting to work under the influence of alcohol or illegal drug.	LC EAP to T	T		
10. Sleeping on duty.	WR to T	S to T	T	
11. Physical altercations with a supervisor, another employee or member of the public.	S to T	T		
12. Attempting to provoke a fight. Intimidating others through the threat of physical force.	WR to T	S to T	T	
13. Harassing or, immoral or indecent conduct (i.e. lewd and obscene comments, groping, etc.)	WR to T	S to T	T	

C. Policy Violations				
Violation	1st	2nd	3rd	4th
1. Violation of Board Policies.	E To WR	WR to S	S to T	T
2. Failure to complete required in-service training.	WR	S	T	
3. Failure to maintain licensure, etc.	T			
4. Driving on MMSD business on a suspended or revoked Driver's License.	WR to T	S to T	T	
5. Carelessness with tools, keys and equipment causing damage or danger to life, property or public safety.	WR to S	S to T	T	
6. Non-compliance with safety guidelines or regulations.	WR to T	S to T	T	
7. Dress Guideline violations.	E to WR	WR to S	S to T	T

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8. Unauthorized and/or excessive personal use of MMSD copiers, phones, computers, tools, machinery or equipment.	E to T	WR to T	S to T	T
9. Violation of smoking/non-smoking policy.	E	WR	S	T
10. Engaging in political activity during assigned hours of employment.	E to WR	WR to S	S to T	
11. Carrying of firearm/weapon on person, in workplace or vehicle on MMSD property.	T			
12. Violation of Social Media Guidelines	E to WR	WR to S	S to T	T