

Virgin Islands'
Department of
Education

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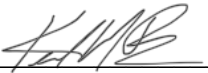
THE VIRGIN ISLANDS DEPARTMENT OF
EDUCATION

POLICY NAME	Progressive Discipline Policy			POLICY NO.	V1B-07.31.2026
EFFECTIVE DATE	July 31, 2026	DATE OF LAST REVISION		VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	Director of Human Resources		CONTACT INFORMATION	340-774-0100	
APPLIES TO Apply group names to define applicable areas of staff. (I.e: stx employees, HR department, IT, entire stt-sttj personnel)					
GROUP 1	All VIDE Administrators	GROUP 2	All VIDE Faculty	GROUP 3	All VIDE Staff
GROUP 4	All VIDE Personnel	GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1				

APPROVAL AND REVIEW

Legal Counsel



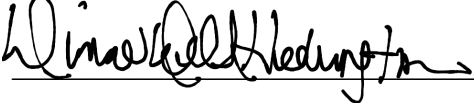
Date: July 31, 2026

Assistant Commissioner



Date: August 28, 2026

Commissioner



Date: 09/16/2026

SCOPE

This policy applies to Virgin Islands Department of Education (VIDE) administrators, faculty, staff, and personnel (collectively referred to as "employees"), including but not limited to:

- Unclassified employees
- Non-union classified employees
- American Federation of Teachers (AFT), Locals 1825 and 1826
- Educational Administrators Association (EAA), St. Croix and St. Thomas-St. John
- United Industrial Workers–Seafarers International Union (UIW–SIU)
- United Steelworkers of America (USW) Masters
- United Steelworkers of America (USW) Supervisors

POLICY STATEMENT

It is the policy of the Virgin Islands Department of Education to address employee performance and behavioral issues in a consistent, transparent, and equitable manner. VIDE's primary objective is to encourage improvement rather than punishment. Employees will be given reasonable opportunities to correct deficiencies, except in cases of serious misconduct as outlined by the Government Employees Handbook (§500:2) and applicable laws. Nothing in this policy supersedes provisions of the applicable Collective Bargaining Agreements (CBA) or the Government Employees Handbook.

TERMS AND DEFINITIONS

TERM	DEFINITION
GVI	Government of the Virgin Islands
VIDE	Virgin Islands Department of Education
PERB	Public Employee Relations Board
CBA	Collective Bargaining Agreement

POLICY SECTIONS

PURPOSE

The purpose of this policy is to establish a structured, consistent, and fair approach for addressing employee performance or behavioral issues within the Virgin Islands Department of Education (VIDE). Progressive discipline is designed to correct issues constructively by providing employees with opportunities for improvement before more serious action, including termination, becomes necessary. This approach emphasizes accountability while supporting employee development and maintaining a productive, safe, and professional workplace.

NOTIFICATIONS

All VIDE employees will receive a copy of this policy annually. This policy supersedes all previously written memorandums and policies. VIDE reserves the right to rescind and/or amend this and all VIDE policies at any time, with or without notice.

PROCEDURES

I. **Grievance Procedure vs. Progressive Discipline:**

It is important to distinguish between progressive discipline and the grievance procedure:

- **Progressive Discipline** is designed to address performance or behavioral concerns, emphasizing correction and improvement before more serious actions are taken. A management tool used to correct employee behavior, performance, or conduct.

- **Grievance Procedures**, as defined by the applicable CBA, allow employees or the Department to formally challenge disciplinary actions or raise other covered issues, ensuring due process and protecting employee rights.

Union-represented employees have the right to union representation at any stage of the disciplinary process.

II. General Principles:

- Discipline will be administered consistently, fairly, and in proportion to the seriousness of the offense.
- The goal is to correct behavior and performance, not to punish employees.
- Employees will be given reasonable opportunities to improve, unless the violation constitutes serious misconduct.
- Documentation of all disciplinary actions will be maintained in the employee's official personnel file in accordance with VIDE policy and/or the applicable CBA.

III. Steps of Progressive Discipline:



Progressive discipline will generally follow the steps outlined below. The Department reserves the right to modify or accelerate these steps depending on the severity or frequency of the issue:

1. **Verbal Warning**
 - Supervisor discusses the issue with the employee, clarifying expectations and necessary improvements.
 - The conversation may be documented for record-keeping purposes.
2. **Written Warning**
 - If the issue persists, a formal written warning will be issued.
 - The document will detail the problem, previous discussions, expectations for correction, and potential consequences.
3. **Final Warning (may accompany a suspension)**
 - For repeated or unresolved issues, a final warning will be issued, stating that further violations may result in termination.
 - A Performance Improvement Plan (PIP) may be implemented to provide structured guidance and accountability.
4. **Suspension (if applicable)**
 - Continued noncompliance may result in an unpaid suspension, consistent with VIDE policy and applicable CBA provisions.
 - Written notice will specify the suspension period and corrective actions required.
5. **Termination**
 - If corrective measures are unsuccessful or if misconduct is severe, the employee may be terminated. An employee who commits an offense that is so serious in nature may be recommended for termination for the first violation.
 - Written notice will be provided, stating the reason for the recommendation for the dismissal.

IV. Public Employee Relations Board (PERB):

All other employees not covered under a CBA have a right to appeal their recommendation for termination/suspension before the Public Employees Relations Board (PERB).

V. Serious Misconduct and Immediate Termination:

While progressive discipline is the preferred approach, some actions may result in an immediate recommendation for termination, bypassing progressive steps. Examples include, but are not limited to the following:

- Theft or fraud

- Workplace violence or threats
- Gross insubordination
- Harassment or discrimination
- Safety violations that endanger others
- Intoxication during work hours
- Willful misuse of government property
- Deliberate injury to another person
- Falsification of government data
- Breach of confidentiality
- Drug or alcohol abuse
- Failure to abide by governing laws to include mandatory reporting

VI. Leave with Pay During Investigations:

Depending on the severity of the alleged misconduct, the VIDE reserves the right to place an employee on Leave with Pay (LWP) during the investigation.

Employees placed on Leave with Pay remain on the payroll and are **required** to attend all scheduled meetings related to the investigation. Unless the employee has approved leave that was submitted and approved in advance, they are expected to remain available for such meetings. **Failure to report to scheduled meetings may result in the employee being removed from the payroll until further notice.**

VII. Recordkeeping:

All disciplinary actions will be documented and maintained in the employee's official Human Resources personnel file in accordance with VIDE's policy and/or applicable CBA.

EXCEPTIONS

No exceptions.

RELATED POLICIES, LOCAL/FEDERAL STATUTES, AND OTHER REFERENCES

Adapted From:

- Government of the Virgin Islands Employee Handbook
- Virgin Islands Department of Education Employee Handbook

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Director of Human Resources	Creation of the policy
Office of Legal Counsel	Input for legal sufficiency
VIDE Assistant Commissioner	Pre-Approval of the policy
VIDE Commissioner	Approval of the Policy

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Policy	Nicole Jacobs, Director of Human Resources	340-774-0100	Nicole.jacobs@vide.vi
Input	Keila Belt, Esq.	340-774-0100	Keila.belt@vide.vi
Pre-Approval	Asst. Commissioner Victor Somme	340-773-1095	Victor.somme@vide.vi
Approval	Commissioner Dionne Hedrington-Wells	340-74-0100	Dionne.wells@vide.vi