

Progressive Discipline Policy

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
Number:	300.27
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I. Policy:

The main purpose of the Progressive Discipline Policy is to help an employee correct inappropriate behavior, conduct or performance through instruction and counseling. In order to determine objectively that the employee has been given an opportunity to correct a deficiency, St. Joseph Academy has developed this policy.

II. Procedure:

The supervisor will notify the employee within 5 business days of any disciplinary action and meet in a confidential setting.

Depending upon the circumstances, discipline issued may be a (1)verbal warning, (2)written warning, (3)suspension without pay, or (4)termination. Progressive discipline may not be followed in all cases. Depending upon the nature of the violation and the circumstances including, but not limited to, the employee's work record and past conduct, one or more steps of the progressive discipline system may be repeated or skipped. St. Joseph Academy reserves the right to add to, modify or eliminate any rule when circumstances require.

Consistently applied progressive discipline will assure equitable treatment and encourage acceptable performance.

An employee may be suspended from work without pay at the sole discretion of the organization, pending determination of disciplinary action.

All disciplinary action will be documented for the employee personnel file

Human Resources and/or the President/CEO may be involved in disciplinary action, dependent on severity of incident and reserve the right to escalate any disciplinary action.

The President/CEO may review and approve employee terminations.

Approved by:  Date 2/10/21
Director of Human Resources

Approved by:  Date 2/7/2021
President/CEO