

POLICY 2.49: EMPLOYEE PROGRESSIVE DISCIPLINE

Sandburg supports the use of progressive discipline to fairly and consistently address employee misconduct, violation of policy or procedure, and poor work performance. The progressive discipline process includes the following steps:

- Verbal warning: A documented formal meeting addressing the issue.
- Written warning: A documented second meeting if the employee has not adjusted their actions.
- Suspension: A third-tier escalation resulting in the employee being suspended without pay for a certain amount of time.
- Termination: The final escalation resulting in termination of employment.

Depending on the seriousness of the employee's poor performance or misconduct, the Board of Trustees reserves the right to initiate, bypass or repeat discipline at any step.

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