

Discipline of staff:

Our program uses progressive discipline as a positive way to correct unacceptable job performance. All employees are "at will", which means an employee can be terminated by the program for any reason.

The following are steps which are taken using progressive discipline:

STEP 1 Verbal Warning

If a staff member's job performance is not meeting program standards, or if a staff member is in violation of any policy, he/she/they/them will be informed of the problem and the possible penalties if performance does not improve. Suggestions on ways to improve job performance are discussed. Verbal warnings may be given for violation of policies, failure to follow procedures, unsatisfactory performance, absenteeism, or tardiness. Verbal warnings will be discussed by both the staff member and Director and/or Assistant Director. After three (3) verbal warnings have been issued for any reason within a period of six (6) months, a written warning will be issued.

STEP 2 Written Warning

A written warning is given if a problem is identified by multiple verbal warnings and has not been corrected. Written warnings will be recorded, discussed, and signed by both the staff member and Director and/or Assistant Director. A staff member may receive only one (1) written warning during a six (6) month period. After one (1) written warning has been issued, any further issues or actions subject to the Disciplinary Procedure may result in suspension or termination. Written warnings will be issued immediately for refusal to follow lawful instructions or any other serious policy violation, which endangers the safety or integrity of a child or staff member.

STEP 3 Termination

Termination may result when using progressive discipline of steps have not produced satisfactory and acceptable performance. Termination may be immediate without using progressive discipline. Reasons for immediate termination may include, but are not limited to:

- Child abuse or neglect under Connecticut law
- Abuse of a parent/guardian of a child or another staff member
- Harassment
- Being under the influence of drugs or alcohol while at work
- Theft
- Possession of a weapon
- Violation of any policy

Please sign and return to Francheska Velazquez. This shows that you have read and agree with disciplinary actions at This is The Way Learning Center

Sign:_____

Date:_____