

SSC Student Employee Disciplinary Form

Progressive Discipline Process

1. Verbal Counseling is issued for minor infractions.
2. Written Counseling is issued after previously issuing a Verbal Counseling for a related infraction, or for those infractions of a more serious nature.
3. Steps 1-3 are issued if a Written Counseling or previous Step has been issued for similar infractions or for a first offense of a more serious nature. If a step is issued the employee and their supervisor should review recommendations for improvement along with actions to be taken and future consequences.
4. Termination can be issued once an employee reaches Step 4 within a 12 month period, if the employee hasn't made significant and/or satisfactory improvement or the infraction is of a grave nature.

Please carefully read and follow these instructions:

Before filling out this form, it is highly recommended that you review the employee's electronic p-file by setting up an appointment in the SSC Student Human Resources office (located in Engelmann 125). **Forms must be completed, approved and given to the employee within two weeks of the occurrence in question.** If this is a Written Counseling or Steps 1-3 please proceed to Disciplinary Actions section of this form. If this is suspension or Step 4 please proceed to the Suspension and Termination Guidelines section of this form.

Disciplinary Actions

Fill out all areas of this form completely and precisely.

- a. Before** meeting with the employee you must have the form approved by SSC Student Human Resources, this can be done via e-mail.
-if a Student Supervisor is completing this form the area's full time supervisor's approval is also needed
- b.** Meet with the student, explain the incident, the importance of proper behavior, and further consequences.
- c.** After the employee signs the form, e-mail it the SSC Student Human Resources to be filed in a timely manner.

Suspension and Termination Guidelines

Fill out all areas of this form completely and precisely.

- a. Before** completing the form and meeting with the employee you must schedule a meeting with SSC Student Human Resources to discuss next steps, and prep for the suspension or termination of the employee.
- b.** After the meeting with SSC Student Human Resources and the appropriate supervisors we will schedule the next available time with the student to review the discipline and follow through with the decided actions.

Disciplinary Forgiveness

Should an employee go a 12 month period without receiving a disciplinary step, that employee's previous infractions may be forgiven. However, should that employee incur a related infractions after the disciplinary forgiveness has been granted, the department reserves the right to issue further disciplinary action, up to and including termination.

Employee Name

Empl ID

Full Time Supervisor Name

Sup Empl ID

Supervisor Completing
Form *(if different)*

Date of Incident

Current Date

SSC HR Approver Name

HR Empl ID

Action Taken

**Please discuss suspensions and terminations with SSC Student Human Resources prior to completing this form*

Written Counseling

Step 1

Step 2

Step 3

Suspension* (See above.)

Termination* (See above.)

Disciplinary Forgiveness (Go to Disciplinary Forgiveness section.)

Reason for Counseling:

Recommendation for Improvement:

Future Consequences:

Disciplinary Forgiveness

Explanation of Disciplinary Forgiveness:

Conditions of Disciplinary Forgiveness:

I understand this employee Corrective Action

Employee Comments/Remarks:

Supervisor

Full Time Supervisor (if different)

SSC Student Human Resources HR

Employee

Employee Note: Failure to improve conduct and/or further violation of policy will result in additional disciplinary action, up to and including discharge. Signing this counseling form does not indicate your agreement with this record but indicates that you have reviewed the content.