

Progressive Discipline Policy

Each employee has the duty and responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform their duties to the best of his/her ability and to the standards as set in their job description.

Guahan Academy Charter School (GACS) supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. GACS reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on GACS.

- **Verbal Warning and Counseling:** A supervisor will privately counsel the employee about an issue of concern. The supervisor should discuss the nature of the problem or the violation of GACS policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem. A report of this action will be placed in the employee's personnel records.
- **Written Warning:** In regards to behaviors that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior, a written warning will be placed in the employee's personnel file. The employee and supervisor will meet, discuss and review any additional incidents or information about the performance or conduct issues as well as any relevant corrective action plans.
- **Suspension without pay:** If verbal warnings/counseling and written warnings do not result in a change in behavior, the employee can be suspended without pay, depending upon seriousness of the offense.
- **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and GACS. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.
- **Termination:** If the first three steps in the GACS disciplinary system do not result in a change in the employee's behavior, we will make a complete review of the records and your employment will be terminated.

While progressive discipline is often used, certain conduct is so serious that immediate discharge may be appropriate, even though prior warnings and suspensions may not have been given. Administration reserves the right to determine the type of discipline to be imposed in each case, including but not limited to warnings, suspensions, or termination.

In determining what disciplinary action is warranted, GACS also reserves the right to review the employee's personnel record. An acceptable employee record may be used to reduce the severity of the discipline imposed. On the other hand, an unacceptable employee record (i.e., one which contains any incidents of misconduct for which discipline was imposed) may be used to impose more severe disciplinary actions.