

# Plano Independent School District Human Resources Division

## Progressive Discipline Guidelines for Support Staff Personnel

### **GENERAL STATEMENT**

Corrective discipline is the responsibility of the principal, department head or supervisor in collaboration with guidelines set forth by Human Resources, and is intended to help you develop a more acceptable form of (attendance, job performance and conduct) behavior.

### **Progressive Disciplinary Actions:**

The progressive discipline steps your principal, supervisor or department head may take include:

**Written Warning (formally Verbal Warning):** This step is appropriate to initially identify a problem, and also give you an opportunity to improve the attendance, performance or conduct. The supervisor will keep a written record of the conversation.

**Written Reprimand:** This step is appropriate for serious or repeat infractions. You will meet formally with the principal, supervisor or department head to address the issues. You will receive a plan to correct the identified deficiencies. The completed form may be placed in your supervisor's file. You will be given 10 days from the date of the counseling session to provide a written response that will be attached to the reprimand.

**Recommendation for Termination:** This step is taken after your continued failure to achieve and/or maintain the desired attendance, performance or conduct standards, or in cases of severe infraction.

These steps will be continuous from year to year. They will not start over at the beginning of each contract year.

The district reserves the right to bypass one or more of the progressive discipline steps or to issue other forms of disciplinary action depending on the seriousness of the offense. Your failure to correct the identified deficiencies and maintain the standards set by your principal/supervisor may result in further disciplinary action up to and including termination of your employment with the district.

If you wish to file a grievance, you may do so in accordance with Board Policies DGBA (LEGAL), DGBA (LOCAL), and DGBA (EXHIBIT), which can be found at [www.pisd.edu](http://www.pisd.edu) (click on Policy Online). Please be advised that timelines will be strictly enforced.

### **Note:**

**This form was signed at the new hire meeting. This copy is provided for informational purposes only.**