

RU ABLE

Progressive Disciplinary Actions for Tardiness & Facilitation/Program Commitments

Effective September 18, 2007

Types of Formal Discipline - Formal disciplinary actions include but are not limited to written warnings, formal meetings with supervisors, suspension without pay, and discharge. Formal disciplinary actions may be combined.

Progressive Disciplinary Actions apply to all RCPT 421/441 students, all student and wage employees working for The Department of Recreation, Parks and Tourism.

Tardiness

It is expected that all facilitators arrive to work on time (unless approved ahead of time). Being prompt insures appropriate time for planning and set up.

Tardiness may be reprimanded using the following Progressive Disciplinary Actions.

First Offense will result in a verbal AND written warning. The incident will be documented and placed in your file.

Second Offense will result in a meeting with your supervisor to discuss possible reasons for the adverse performance and recommendations to improve. The incident will be documented and placed in your file.

Third Offense will result one of the following:

- Suspension without pay
- Termination from RU ABLE
- Grade Reduction in RCPT 421/441
- Other appropriate disciplinary actions approved by the Director

Facilitation/Program Commitments

It is your responsibility to find a facilitator to cover your program commitment. They must have at least equal experience.

If you cannot work a program that you previously committed to, you must:

- A) Find someone to work the program for you
- B) Call the director (Fred Pierson) or lead facilitator for that program and inform him/her of the change.
- C) Have the person who is working for you call the director or lead facilitator to confirm that he/she is, in fact, working for you.

If you do not have the person filling in for you call and commit to the program then YOU are responsible for their behavior (i.e. if they are late, or not show up to the program, you will be responsible).

Not fulfilling a facilitation/program commitment may be reprimanded using the following Progressive Disciplinary Actions.

First Offense will result in a meeting with your supervisor to discuss possible reasons for the adverse performance and recommendations to improve. The incident will be documented and placed in your file.

Second Offense will result one of the following:

- Suspension without pay
- Termination from RU ABLE
- Grade Reduction in RCPT 421/441
- Other appropriate disciplinary action approved by the Director

I have read and fully understand the Progressive Disciplinary Actions for Tardiness & Facilitation/Program Commitments.

Signature_____

Date_____

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Progressive Disciplinary Actions for Tardiness &
Facilitation/Program Commitments

Name: _____

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First Offense

Occurred On (date)_____ arrived to work (time)_____late.

_____(Fac. Sig.) _____(Lead Fac. Sig.)

Second Offense

Occurred On (date)_____ arrived to work (time)_____late.

_____(Fac. Sig.) _____(Lead Fac. Sig.)

Third Offense

Occurred On (date)_____ arrived to work (time)_____late.

_____(Fac. Sig.) _____(Lead Fac. Sig.)