TOP REASONS WHY SOME PRINCIPALS AVOID DISCIPLINING EMPLOYEES

1. The replacement employee could be worse.
2. It takes too long for see change.
3. My efforts won’t work anyway.
4. I might get grieved or sued if I don’t handle the situation “just right”.
5. The District won’t support me.
6. I’m too tired and overloaded.
7. It will be a lot of work.
8. I’m not good at handling conflict.
9. It’s unpleasant.
Progressive Discipline Defined

Progressive discipline is an employee development process.

Provides increasingly severe consequences for continued violations of workplace rules.
The primary purpose of progressive discipline is to help employees improve their job performance and/or behavior.
Common
Job Performance Problems

Failure, neglect, or inability to perform assigned duties.

Excessive absenteeism or tardiness.

Overall unsuitable job performance.
Examples of Employee Misconduct

- Insubordination
- Falsification of District documents
- Dishonesty
- Theft
- Job Abandonment
- Under the influence of drugs/alcohol on duty.
- Violation of District Policy
Progressive Discipline Steps

- Step 1: Verbal warning/counseling
- Step 2: Letter of concern/written warning
- Step 3: Letter of reprimand/final warning
- Step 4: Suspension without pay
- Step 5: Dismissal
Site Administrator’s Responsibilities in the Progressive Discipline Process

1. Gather information.
2. Assess the severity of the situation.
3. Decide how to respond.
4. Prepare for “the talk” with the employee.
5. Meet with the employee.
7. Follow-up with the employee.
F.R.I.S.K.
Documentation Model
What is FRISK?

- A documentation model to help administrators/supervisors identify, document, and notify employees of a performance or behavioral concern.

- An effective source of documentation when performance or behavioral concerns become grounds for appropriate disciplinary action.
F. R. I. S. K.

- **Facts:** What did the employee do?
- **Rule:** What rule was violated?
- **Impact:** What was the impact of the employee’s conduct?
- **Suggestions:** What can employee do to improve? What can you do to assist in this effort?
- **Knowledge:** Advise employee that letter will be placed in personnel file.
QUESTIONS TO CONSIDER BEFORE PROGRESSIVE DISCIPLINE IS INITIATED:
Have you set the standards at your school?
Have you been consistent with your employees?
Have you provided proper training?
Have you given adequate feedback to the employee about his/her conduct?
Are you truly focused on helping the employee improve?
SCENARIO LETTERS
HAVE A GREAT YEAR!!