



# The Progressive Discipline Process

# **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.

# Purpose of Progressive Discipline

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.
6. Document, Document, Document!
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!!**