

PROGRESSIVE COUNSELING PROCEDURE

1. The progressive counseling procedure is appropriate corrective action to improve a staff member's performance in a particular position and to bring about adherence to expected standards of conduct. However, the progressive counseling procedure is not appropriate corrective action for extremely serious deviations from accepted standards of conduct, such as conduct that may be injurious to the staff member, other staff members, students, members of the public or University property. For serious deviations, immediate suspension and/or involuntary termination is appropriate.
2. The progressive counseling procedure is designed to provide staff members an opportunity to be heard and to correct the problem.
3. The progressive counseling procedure must be applied fairly and without discrimination.
4. Corrective action must be reasonably related to the seriousness of the circumstances and a staff member's past record must be taken into consideration.
5. Consultation with the appropriate Vice President **and** the Human Resources office before taking corrective action involving suspension or involuntary termination is mandatory.
6. Progressive Counseling Procedure Definitions:
 - a. **Verbal counseling** is a private discussion between the supervisor and staff member who is either not adhering to the work rules or not meeting the expected standards of performance. **A Written Warning Discipline Notice outlining the discussion will be completed and processed before taking any other corrective action.**
 - b. **Written counseling** is, followed by a verbal counseling, when a staff member continues either not to follow work rules or who continues not to meet expected standards of performance. **A Written Warning Discipline Notice outlining the discussion will be completed and processed before taking any other corrective action.** There should be two written warnings before taking additional corrective action.
 - c. A **suspension** is an unpaid leave of absence imposed upon a staff member who continues not to adhere to work rules. The purpose is to conduct an investigation to review the facts to determine whether the student staff member should have an additional opportunity to improve behavior or have his or her employment terminated.
 - d. **Involuntary termination** occurs when verbal and written warnings do not correct the problem and further efforts would be futile. Involuntary termination requires prior review and approval by the Human Resources office. A paycheck will be issued the same day.

- e. **Voluntary termination** is when a staff member separates in good standing; they must give a minimum of two weeks notice of resignation to their supervisor. The resignation must be in writing and include the date submitted, last day of work, and reason for terminating employment. A paycheck will be issued at the next regular pay date for student staff.
7. Termination date is the last day of work (physically present and completed assigned job duties).

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