

[CHURCH NAME]

Progressive Discipline Policy (Sample)

The following progressive discipline actions should be performed given the nature of the offense (serious offenses such as sexual or physical assault and/or theft will have zero tolerance).

1. VERBAL WARNING

- Employee will be given a verbal warning regarding their undesirable behavior or action.
- Employee will be given an explanation of when and how the behavior or action took place. This will include the reason as to why the behavior or action was unacceptable.
- Employee will be given an opportunity to explain the situation and their actions. This should be their opportunity to give their side of the story.
- Employee will be given a description of the acceptable behavior or actions.
- Employee will be given a notice that further disciplinary action, up to and including termination, will follow if unacceptable behavior continues.
- Employee will be given an explanation that the incident will not go into their files, but that it will be taken note of in order to follow up on possible further disciplinary incidents.

NOTE: A few examples of the reasons for verbal warnings are:

- First late arrival for scheduled shift
- First incident of not following proper work procedures
- First incident of not wearing a proper uniform

2. WRITTEN WARNING

- Employee will be given a written warning regarding their undesirable behavior or action in the event that their behavior or action had either been discussed in a previous verbal warning or their behavior or action was considerably severe in nature.
- Employee will be given an explanation of when and how their behavior or action took place. This will include the reason as to why the behavior or action was unacceptable.
- Employee will be given an opportunity to explain the situation and their actions. This should be their opportunity to give their side of the story.
- Employee will be given a description of the acceptable behavior or actions.
- Employee will be given a copy of the written warning and another copy will be placed in the employee's file.
- Employee will sign the written warning as proof that he/she has received it.
- Employee will be given a notice that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination.

Progressive Discipline Policy (Sample)

NOTE: A few examples of the reasons for written warnings are:

- Inappropriate or rude interaction with customer such as a raised voice, sarcastic comments, or impatience
- Not showing up for a scheduled shift with no reasonable explanation
- Insubordination such as talking back to management or lack of adherence to service standards

3. SUSPENSION

- Employee will be given a written documentation regarding the suspension in relation to their undesirable behavior or action in the event that their behavior or action had either been discussed in a previous verbal or written warning or their behavior or action was considerably severe in nature.
- The documentation will include information on the offence and the length of the term of suspension and why the employee has been suspended.
- Employee will be given an explanation of when and how their behavior or action took place. This will include the reason as to why the behavior or action was unacceptable.
- Employee will be given a description of the acceptable behavior or actions.
- Employee will be given a copy of the suspension and another copy will be placed in the employee's file.
- Employee will sign the document as proof that he/she has received it.
- Employee will be given a notice that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination.

NOTE: A few examples of the reasons for suspensions are:

- Repetitive lateness or absences with no reasonable explanation
- An incident of verbal abuse to customer, coworker or management
- Repetitive lack of adherence to appearance or service standards

4. TERMINATION

- Employee will be given a written documentation regarding their termination and the undesirable behavior or action leading to and justifying the termination.
- The documentation will include information on the offence and previous disciplinary communications with the employee.
- Employee will be given a description of when and how the unacceptable behavior or action took place. This will include the reason why the behavior or action was unacceptable.
- Employee will be given a description of the acceptable behavior or actions.

Progressive Discipline Policy (Sample)

- Employee will be given a copy of the termination notice and another copy will be placed in the employee's file.
- Employee will be escorted from the location maintaining the dignity of the terminated employee by not making it obvious to other employees that the employee has been terminated and for what reasons.

NOTE: A few examples of the reasons for termination are:

- Physical or sexual assault
- Theft
- Repeated unsuccessful disciplinary attempts

Signatures

Senior Pastor

Secretary

Revised: _____