



## SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

### DISCIPLINE PROCEDURE

#### ***STEP ONE***

Talk over the PROBLEM with the TRAINEE and make SPECIFIC SUGGESTIONS about the kind of BEHAVIOR OR PERFORMANCE you expect. INFORM YOUR PROJECT DIRECTOR of the situation and **submit a completed Evaluation Form OR written documentation of what has transpired**; this gives us in-hand evidence with which to confront the individual when necessary.

#### ***STEP TWO***

Observe TRAINEE ACTIONS over the next several days. If the problem REOCCURS, call the SENIOR EMPLOYMENT CENTER OFFICE and discuss the situation with your local Project Director. We will repeat the process IN WRITING as a WARNING. Any further occurrences will be grounds for immediate termination. **Again, describe in detail the incident(s) in writing and submit to your Project Director ASAP.**

#### ***STEP THREE***

**DOCUMENT the BEHAVIOR or PERFORMANCE PROBLEMS in WRITING. Note such specifics as DATE and TIME of INCIDENT(s).** Should behavior persist, send Trainee home and call your Project Director. Describe situation and the action(s) taken.

**USE YOUR BEST JUDGMENT:  
IF THE PROBLEM IS VERY SERIOUS, CALL US  
IMMEDIATELY!**

**You may, if necessary, send the Trainee home, and tell him/her not to return to your agency and to contact his/her Project Director. You are not expected to tolerate insubordinate or abusive behavior, nor to place yourself or others in danger. If necessary, call the police to have the Trainee removed from the premises.**

**Call your Project Director Immediately!**