



## SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

### DISCIPLINE PROCEDURE

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

Talk over the problem with the job seeker and make specific suggestions about the kind of behavior or performance you expect. Inform your regional 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 job seeker actions over the next several days. If the problem re-occurs, call the regional office and discuss the situation with your local Regional Director. The Regional Director will issue a Written Warning. Any further occurrences will be grounds for immediate termination. **Again, describe in detail the incident(s) in writing and submit to your Regional 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 job seeker home and call your Regional 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 job seeker home, and tell him/her not to return to your agency and to contact his/her Regional 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 job seeker removed from the premises.

**Call your Regional Director Immediately!**