
DISCIPLINARY PHILOSOPHY

Head Start of Washington County, Inc. uses progressive discipline to ensure employee compliance with performance standards, policies & procedures, ethics, and conduct. Disciplinary action is to be administered fairly, without prejudice and only for cause.

Depending on the situation, disciplinary action may be taken by any of the following methods:

- Verbal Warning
- Written Warning
- Disciplinary Probation
- Suspension
- Termination

The following factors are considered when applying disciplinary action:

- Seriousness and frequency of the infraction
- Employment record
- Employee's willingness to correct the infraction or improve performance
- Action taken with respect to similar conduct by other employees
- Effect on program operations, children and families served, or staff

Progressive discipline is not required for all offenses. Head Start of Washington County, Inc. reserves the right to terminate employees for commission of serious infractions, regardless of progressive discipline guidelines or counseling as outlined in *Policy- Dismissal*.

*Approved BOD 05/24/2001
Approved by Policy Council 04/11/2001*