

## DISCIPLINE

All AmeriCorps Members will follow disciplinary guidelines outlined in the “Member Agreement of Participation in AmeriCorps.”

Please document everything, including chronic tardiness. Feel free to call Aura, the training and support specialist, or Amy, the program coordinator, at any time with questions. Discipline can start from the first to the fourth level; for example, verbal warnings would not be appropriate if a Member came to the placement site intoxicated; most likely the Member would be terminated.

The first level of discipline, an informal verbal warning, should be conducted by the supervisor, and the AmeriCorps staff do not have to be notified. (For example, a Member is 10 minutes late).

The second level of discipline, a formal verbal warning, should be handled by the Supervisor, with documentation sent to the Program Coordinator and Training and Support Specialist. (For example, a Member is 10 minutes late 3 times in one week, or a Member does not heed a verbal warning).

The third level of discipline, a formal written warning, discussed with the Member and placed in the Member’s personnel file, should be handled by the Supervisor, Training Specialist and Program Coordinator together. A meeting should be held with Member, Supervisor, Training Specialist and Coordinator. The written documentation should be kept in the Project Coordinator’s member personnel file, with a copy kept by the Supervisor. (For example, a Member is AWOL or a Member does not heed a formal verbal warning).

The fourth level of discipline, a termination, should be handled primarily by the Program Coordinator, with assistance from the Supervisor and Training Specialist. The Program Coordinator should meet with the Member and the Supervisor. Separations must follow strict guidelines; it is the Program Coordinator’s responsibility to ensure the separation is justified and properly documented. The Supervisor should assist the Program Coordinator in compiling the necessary documentation. (For example, a Member is intoxicated while at the placement site, a Member is grossly insubordinate, a member does not heed a formal written warning.)