

DISCIPLINARY ACTION

SAMPLE

Delta Service Corps members are expected to follow the Delta Service Corps Code of Conduct and all policies and procedures of their host sites. If disciplinary action needs to be taken, it will be taken by Delta Service Corps staff after consultation with the corps member's supervisor. Supervisors may suspend or terminate Delta Service Corps members from their agency, but only Delta Service Corps staff may terminate a corps member from Delta Service Corps. While some incidents may be so severe as to warrant immediate termination from the corps, most disciplinary action will follow the following procedure:

- (1) A corps member will be issued a verbal warning by the supervisor or Delta Service Corps staff member; this verbal warning will be documented for the corps member's file.
- (2) If the problem continues or warrants an immediate written warning, the corps member will receive a written warning documenting the problem and requesting a change in the corps member's performance.
- (3) Should the problem persist, a three-way meeting will be scheduled between the corps member, supervisor, and staff from Delta Service Corps to discuss the issue. A written action plan to remedy the situation will be devised and implemented immediately. The corps member will be placed on probation.
- (4) A follow-up visit by Delta Service Corps will occur within two weeks to assess whether or not any progress has been made. If the problem still continues at the time of, or after this meeting, the corps member may be suspended without living allowance or terminated. Should there be a termination from Delta Service Corps, the program will not provide a pro-rated education award. If a corps member feels that disciplinary action taken against him/her is not justified, he/she may appeal through the Delta Service Corps' grievance procedure.