

Sample Progressive Discipline Policy

The following progressive disciplinary system will be imposed when an employee violates a company rule or policy or has a significant performance problem:

1. **VERBAL WARNING:** The [agency] will provide a verbal correction to the employee to correct the deficiency, violation, or non-compliance. A written record of this correction will be placed in the employee's personnel file.
2. **WRITTEN WARNING:** If the verbal warning proves ineffective in correcting the situation, [the agency] shall give the employee a written warning clearly identifying the deficiency, noncompliance, or violation, and steps required for correction. The employee will be asked to sign, indicating receipt of a copy of the written correction, and a copy will be placed in the employee's personnel file.
3. **TERMINATION:** When all other means of discipline have been used, or when the offense justifies such action, the employee may be terminated.