DISCIPLINARY PROCEDURE

It is the policy of the Illinois Mathematics and Science Academy that all employees will comply with the Academy’s expectations of behavior and performance. The Academy endorses a policy of progressive discipline in which it provides employees with notice of problems and an opportunity to improve. This disciplinary procedure applies to issues other than those specified as significant performance concerns for employees under the C.A.D.R.E. document. This policy does not modify the status of employees as employees-at-will or in any way restrict the Academy’s right to suspend this disciplinary procedure.

(1) The application of progressive discipline is as follows:

(a) If an employee is not meeting Academy expectations of behavior or performance, the employee’s supervisor will take the following action:
   (i) Meet with the employee to discuss the matter;
   (ii) Inform the employee of the nature of the problem and the action necessary to correct it; and
   (iii) Prepare a memorandum for the supervisor’s own records indicating that the meeting has taken place with a copy sent to the employee.

(b) If there is a second occurrence, the supervisor will hold another meeting with the employee and take the following action:
   (i) Issue a written reprimand to the employee;
   (ii) Warn the employee that a third incident will result in more severe disciplinary action; and
   (iii) Prepare and forward to the Director of Human Resources a written report describing the first and second incidents and summarizing the action taken during the meeting with the employee. This information will be included in the employee’s personnel file.

(c) If there are additional occurrences, the supervisor and Director of Human Resources will take the following action, depending on the severity of the conduct. The supervisor will prepare and forward to the Director of Human Resources another written report describing the occurrence and indicating the timing between the occurrences. The supervisor and Director of Human Resources will meet with the employee to discuss the reoccurrence and problem. Remedies may include:
   (i) Issue a written reprimand or warning;
(ii) The Director of Human Resources may recommend to the President that the employee be suspended with or without pay; or
(iii) The Director of Human Resources may recommend that the employee be suspended pending recommended discharge from employment to the President via a written report summarizing the inappropriate behaviors and action taken or recommended and its justification.

2) The progressive disciplinary procedures described above may also be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

3) In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a breach of policy, breach of contractual obligation (if subject to a written contract for a specific duration), or violation of law, the procedures set forth above may be suspended. The supervisor shall bring the incident to the attention of the Director of Human Resources immediately and, acting as the President’s designee, the Director of Human Resources may suspend the employee immediately with or without pay and, if appropriate, recommend discharge of the employee. An investigation of the incidents leading up to the suspension will be conducted to determine what further action, if any, should be taken. Employees suspended from work generally will not receive or accrue any paid time off during the suspension.

4) The Director of Human Resources normally will review and approve all recommendations for discharge before they are forwarded to the President.

5) At a review conducted by the Director of Human Resources for the purpose of determining the facts involved in any suspected violation of the Academy rules and regulations, the following procedure will apply:

(a) Before the interview, the employee who is suspected of violating Academy rules and regulations will be told in general terms what the interview is about.

(b) The employee may request that a coworker be present at the interview if the employee reasonably believes it may lead to disciplinary action.

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