

# COUNSELING & DISCIPLINE POLICY

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All those who serve the archdiocese are expected to strive for excellence. If a staff member violates Archdiocese policies and procedures or is not performing their duties in a satisfactory manner, the person in charge or supervisor will find it necessary to counsel or discipline the staff member. Problems requiring such action include but are not limited to:

- Actions that interfere with work or cause a conflict of interest
- Behavior counter to the moral teachings and standards of the Church
- Breach of professional ethics
- Disclosure of confidential information
- Dishonesty
- Falsification of job applications or references
- Falsification of records or information
- Felonious behavior
- Habitual or excessive tardiness or absence from work or from the work area
- Harassment
- Inability to work cooperatively with supervisors, peers, or subordinates
- Insubordination
- Theft
- Threatening or causing bodily harm to others, or other coercive and/or intimidating actions
- Unprofessional conduct in relation to all persons
- Unsatisfactory job performance
- Vandalism
- Violation of employee rules
- Working under the influence of intoxicants or illegal drugs

This list is not intended to be all-inclusive. The archdiocese reserves the right to decide under what circumstances counseling, disciplinary action, or greater penalties including termination of employment are appropriate.

## **PROGRESSIVE DISCIPLINE**

A helpful and effective model for conducting a disciplinary action is the progressive discipline process that includes the steps described below. Not all steps need to be followed; the particular disciplinary measure applied depends on the gravity of the matter.

## **INFORMAL COUNSELING (VERBAL)**

When a problem with a staff member arises or a staff member's conduct violates Archdiocese policies and procedures and/or adversely affects his or her performance or the performance of other staff, the person in charge meets with the staff member to discuss the situation, describe the unacceptable behavior, the consequences if it continues, and a plan to correct the situation using the Employee Counseling Notice or a memorandum. Serious situations may warrant an immediate written, final warning, or termination of employment.

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## FORMAL COUNSELING (WRITTEN)

If a problem continues after informal counseling, or if the nature of a problem is severe, the person in charge prepares a formal written warning utilizing the Employee Counseling Notice or a memorandum. The person in charge and a witness meet with the staff member to address the problem, state expectations, indicate consequences, and provide a plan of action to correct the situation. For a serious problem a formal counseling notice may be issued without a previous informal counseling and may warrant a final warning or termination of employment.

## ADMINISTRATIVE LEAVE & SUSPENSIONS

When a staff incident requires immediate action and could lead to dismissal, the staff member may be placed on administrative leave or suspension with or without pay while an investigation is conducted and a final decision is made.

## DISCIPLINARY PROBATION

Disciplinary probation is a specified period of time in which a staff member must improve performance and maintain the improvement.

## FINAL WARNING

Several formal counseling's may conclude in a final warning, in which the staff member is notified in writing that unless correction or improvement is made, termination of employment will follow. This step is not required under all circumstances; occasionally an immediate dismissal is warranted.

**If you have any questions about this policy, contact your supervisor, manager, and/or Human Resources at (213) 637-7494**

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## COUNSELING & DISCIPLINE POLICY ACKNOWLEDGEMENT

I acknowledge that I have received, read, and understand the Counseling & Discipline Policy of the Archdiocese of Los Angeles. I understand that failure to comply with the policy will result in disciplinary action, up to and including termination of my employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Department/Location