

Summer Youth Employment Program Disciplinary and Termination Policy – American Recovery and Reinvestment Act (ARRA) Program Policy #412

Date of Original Policy: 6/1/2009
Effective Date: 6/1/2009

Date of Current Revision: n/a

BACKGROUND:

This policy is to establish disciplinary and termination criteria and process for the ARRA Summer Youth Employment Program (SYEP).

The SYEP is designed to train youth on appropriate workplace behavior and to provide a meaningful work experience. Behavioral expectations of youth should follow the same guidelines that the Worksite Employer uses for its own employees. SYEP participants need defined boundaries and guidance to be successful. Supervisors should provide clear expectations and correct infractions promptly.

POLICY:

The SYEP will use a three step process to address participant behavior and/or performance concerns. The process is as follows:

1. Verbal Warning
2. Written Warning
3. Termination

In the case where the infraction is threatening or of a serious nature, the supervisor should take immediate disciplinary action and contact the appropriate authorities, if necessary.

This policy is not meant to supersede existing worksite disciplinary and termination policies. If a discrepancy exists between the two, please contact the SWWDC, SYEP Program Coordinator.

PROCEDURES:

Step 1: Verbal Warning:

The verbal warning is given to notify the participant that their behavior and / or actions are not acceptable in the workplace. This step is to be used as a tool to resolve the situation and provide guidance on appropriate worksite behavior.

After the discussion, the supervisor should provide informal documentation to the service provider regarding discussion and what was agreed upon. This can be done via email. The service provider must keep a copy of this document in the participant's file.

Step 2: Written Warning:

A written warning is given if there is no improvement in the participant's behavior. The supervisor should address the behavior immediately and document the necessary actions with a *Behavior Modification Plan*.

This form needs to be completed, discussed with the participant, and signed by both the participant and the supervisor. Once the form is complete with an established due date, a copy must be sent to the service provider to be kept in the participant's file. The supervisor must follow-up by the due date to confirm that the agreed upon actions have taken place. Once the action plan is completed and

approved, the final, original document must be sent to the service provider to be stored in the participant's file.

Step 3: Termination:

Termination of a participant must be considered if the participant's behavior has not improved after the verbal and written warnings. The supervisor should notify the participant's service provider prior to termination from the worksite.

ATTACHMENT:

- Behavior Modification Plan

BEHAVIOR MODIFICATION PLAN

Worksite Employer:	Date:
Supervisor:	Phone:
Alternate Supervisor:	Phone:

Participant:
Jobsite Position:
Service Provider:

Behavior Issue:

Comments:

Required Modification:

Action Plan:
Due Date:

Participant Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Service Provider Signature: _____ **Date:** _____

Follow-up:

Date:	Comment:	Supervisor Initials:
Date:	Comment:	Supervisor Initials: