

306: St. George Academy Employee Disciplinary Action Framework

1. Policy

1.1 St. George Academy's disciplinary action policy outlines the procedures that the Administration team will follow to address employee misconduct.

1.2 For the purpose of this policy, administration team members will consist of an appropriate supervisory team appointed by the Executive Director operating under the supervision of the Executive Director.

2. At-will Employment

2.1 St. George Academy may choose to follow the disciplinary action policy as outlined below, but employees remain at-will at St. George Academy and can be terminated at any time, for any reason.

2.2 U.S. labor law defines at-will employment as an employer's ability to dismiss an employee for any reason, and without warning, as long as the reason is not illegal.

3. Framework Procedures

1. **Warning:** issued by a member of the Administration team
 - a. Verbal Warning: identifying the behavior and the required correction.
 - b. Written Warning: identifying the behavior and the required correction.
2. **Training:** provided by either the Administration team or Leadership team
 - a. General Training: provided to the faculty or faculty teams.
 - b. Individual Training: prescribed by the Administration or Leadership team
3. **Intervention**
 - a. Restorative Intervention: includes a performance improvement plan provided by the Administrative team, including follow up interviews to assess employee progress.
 - b. Direct Intervention: includes a direct list of corrective behaviors via Administration prescriptive directive.
4. **Disciplinary Action**
 - a. Suspension or loss of privileges: which may include suspension, change of assignment, loss of work privileges, or other measures as determined appropriate by Administration.
5. **Termination**

3.1 The SGA progressive disciplinary action framework may begin at any step, depending on the severity of the infraction, action, grievance, situation, or offense. For example, employee repeated tardiness will begin at step 1, but actions that cause major disruptions at work or

interferes with the employee's ability to perform assigned responsibilities may begin at step 3. Fraud, illegal or dangerous behavior and behavior that violates [USBE Utah Educator Professional Standards](#) may go directly to step 5 as determined by the Administrative team.

3.2 This framework is intended to provide guidelines, not prescribe absolute action.

4. Retention

4.1 Records are to be maintained for a least two years from the date of creation of the personnel record or the personnel action.

5. Right to appeal

5.1 Employees who believe they were treated unfairly within the framework may appeal any disciplinary procedures taken with the Governing Board of SGA.