



Disciplinary Guidelines for Supervisors

College Access Corps Members agree to comply with all Program requirements as outlined in the CAC Member Contract. If a member violates the Standards of Conduct, found on pages 6-7 of the Member Contract, progressive discipline steps need to be implemented.

Below are the disciplinary guidelines for supervisors to follow. Also included is a Documentation Form to use to document any incidents that occur that violate the Standards of Conduct and the disciplinary action you took.

G. Standards of Conduct and Disciplinary Guidelines

If Members violate the Standards of Conduct, progressive discipline steps will be implemented. However, ***in some cases, depending on the severity of the violation, Supervisors may forgo verbal and written warnings and suspend or discharge the Member.***

Supervisors and the Program management staff are responsible for determining the severity of the violation and for determining the appropriate disciplinary action. In the case where Members are suspended, the Supervisor will determine the number of days of suspension.

The Member understands that the following Standards of Conduct are required and failure to follow them will result in disciplinary action:

Group A

- Be honest, act respectfully, and model integrity
- Act professionally and ethically
- Follow Supervisor's and Grant Manager's instructions and perform responsibilities to the best of your ability
- Comply with the rules and standards of the Campus Site
- Adhere to dress codes and grooming standards of the Campus Site
- Notify Supervisor of intent to be late or absent within 30 minutes of scheduled start time - must have reasonable cause
- Request permission from Supervisor before leaving Campus Site
- Follow all AmeriCorps College Access Corps policies/procedures
- Wear AmeriCorps service gear while at the Campus Site or in the community while performing responsibilities as an AmeriCorps Member
- Do not use inappropriate language (i.e. profanity)
- Do not participate in AmeriCorps Prohibited Activities (listed in this Contract)

Disciplinary Guidelines for Violations of Group A Standards of Conduct

1. First Offense: Verbal Warning
2. Second Offense: Written Warning or Suspension (depending on severity of offense)
3. Third Offense: Discharge

Group B

- Do not have sexual relations or be perceived to be having sexual relations with college student coaches, Supervisors, or other participants of the Program

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- Do not falsify time logs or other program records
- Abide by Civil Rights and Non Harassment Policy
- Abide by Drug Free Work Place Act
- Do not have unexcused absence from service assignment for three consecutive days
- Do not engage in any activity that may physically or emotionally damage other Members, students, mentees, Supervisors, staff, or other people from the community
- Follow all local, state, and federal laws
- Notify Supervisor/program staff immediately of criminal arrest/conviction while serving as a Member

Disciplinary Guidelines for Violations of Group B Standards of Conduct

1. First Offense: Immediate Suspension or Discharge

Any behavior which affects Members' ability to perform in their service assignment, or that is not in the best interest of the Campus Site or its project, will be subject to review by the Supervisor and Grant Manager and disciplinary action may be taken.

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Documentation Form for Standards of Conduct Violations

Name of Member: _____ Campus: _____

Name of person documenting the incident: _____

Title: _____ Are you the member's supervisor? Yes _____ No _____

Phone: _____ E-mail: _____

Date of Incident: _____

Description of Incident (please be as specific as possible and add pages as needed):

Was the behavior from Group A _____ or Group B _____? (In Guidelines)

Incident #: _____ (Please follow protocol described in Guidelines)

Supervisor Action Taken:

Describe corrective action to be completed by member:

Other information or extenuating circumstances for consideration:

If others observed incident, please ask them to document the incident as well.

Please notify your Campus Compact program staff immediately of the incident.

Signature of person documenting the incident: _____ Date: _____

Please keep this form in member's file and send to Campus Compact staff upon request.