

DEPAUL UNIVERSITY
HOUSING SERVICES

PROGRESSIVE DISCIPLINARY POINT PLAN



Housing Operations reserves the right to edit this document as they deem necessary. Last edited 1/12/18

0 POINTS

- Showed up on time and worked through the entire shift without incident

1 POINT

- Late to your scheduled shift (more than 5 minutes & less than 30 minutes)
- Left early without finding coverage

2 POINTS

- Not enforcing departmental policies
- Call, No Show: Called the shift supervisor 1 hour prior to the start of the shift to report that you are unable to work the shift (no emails or text messages will be accepted)
- Tardy over 30 minutes, or Performance issues fall into this category of points earned

3 POINTS

- Cellphone out
- Not being attentive at the desk
- No Call, No Show: Not calling at least 1 hour prior to a shift and not showing up to work the shift

6 POINTS

- Leaving the desk unattended
- Falsifying a time sheet
- Misusing the emergency access card

9 POINTS

- An accumulation of up to 9 points will result in student employee termination



- **0-1 points: No action**
- **2 points: Email notification**
- **3-5 points: Verbal and/or Written warning**
- **6-8 points: Meeting and/or Final Written warning**
- **9+ points: Employee termination**

Points will carry over to every quarter including winter intersession, spring break and summer break. Points will renew every academic year. For example, if you finish the spring quarter with 2 points, they will be reduced to 0 starting the following fall quarter. Housing Operations will use any potential returning student employee infraction points to determine the eligibility for rehire.