

PROGRESSIVE DISCIPLINARY POINT PLAN

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
- Failure to communicate within deadline provided
- **Not adhering to uniform policy**

2 POINTS

- Not enforcing departmental policies
- Call, No Show: Gave prior notice within 3 hours of shift start time to LDR on duty (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 or provided notice less than 3 hours to shift start time (no text messages or emails will be accepted)

6 POINTS

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

9 POINTS

- An accumulation of 9 or more 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: Written and/or Final Written warning**
- **9+ points: Employee termination**

Points will carry over to every quarter including winter intersession, spring break, and summer break. Each Quarter, all returning employees will be evaluated for point de-escalation. Points will reduce by 2 for every quarter without incident. For example, if you finish the fall quarter 2019 with 2 points, and accrue no infractions in winter quarter 2020, your points will then be reduced to 0 starting the spring quarter 2020. Housing Operations will use any potential returning student employee infraction points to determine the eligibility of rehire or promotion.

Point Accrual will not be applicable to those in compliance with Chicago Paid Sick Leave