

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1302 Program Operations**

**Subpart: I- Human Resources Management**

**Section: 1302.90 Personnel Policies**

**Subject: Employee Discipline**

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**Policy:**

To ensure professionalism by Tri-County Head Start/Early Head Start Staff in accordance to Head Start/Early Head Start Performance Standards and Policy & Procedures.

**Procedure:**

The Employee Discipline form will be used to document and discuss staff performance, improvement desired and assistance available to the staff.

- The first discipline action will constitute a verbal warning except in cases that involve child safety issues.
- The second discipline action of the same offense will constitute a written warning.
- The third discipline action of the same offense will constitute a written warning, days off without pay, and/or possible termination of employment.

A discipline action that involves a child safety issue will constitute a written warning on the first offense with possible termination of employment.

A second written warning on a child safety issue is grounds for immediate termination of employment with Tri-County Head Start/Early Head Start.