

Progressive Discipline

What

A system of established escalating measures to provide feedback to employees in an effort to correct employee conduct and/or performance.

Why

Progressive discipline allows a supervisor to address deficiencies and to share expectations going forward. The use of progressive discipline is not intended as punishment, rather, to assist the employee to understand that an opportunity for improvement exists. The goal is to help employees become fully contributing members of the university community.

Positive Impact of Progressive Discipline

- Performance improvement from the employee
- Boost morale within the department or workgroup
- Overall higher performing and engaged workforce
- Opportunity to establish expectations
- Enhance communication between employee and supervisor

How

- Be timely to address performance
- Discuss in a private setting
- Focus on *impact* of the behavior
- Share consequences of continued behavior
- Actively listen and collaborate for future success
- Document! Document! Document!

Resources

- Contact your **HR Consultant**
- **Talent Development** has training opportunities in communication, difficult conversations and performance management
- **JMU Policy 1317** Standards of Conduct and Performance for Classified Employees