

STUDENT DISCIPLINARY ACTION FORM INSTRUCTIONS

Labor Program Office
Berea College

While one of the major strengths of the Labor Program is the decentralization of participating labor departments, there is still a need to create a method whereby we can apply a consistent disciplinary policy and procedure across campus. The “**Student Disciplinary Action Form**” was designed to provide labor supervisors a standardized procedure that could be used campus-wide when addressing performance problems. Supervisors are advised to use the form as official documentation and to provide a detailed description of the infraction along with the date, time and location. As always, the Labor Program Office staff is available to assist you at any point during the process

- I. When the “**first warning**” occurs, it is preferable to speak directly with the student and discuss the matter in private. Calmly discuss the offense and the corrective actions being taken. You have an opportunity at this point to help the student work through the issue by offering solid suggestions for improvements. Only focus on the offense and resolution. Never give the impression that you are attacking the person. Students have an option to either agree or disagree. If a student refuses to sign the form, the labor supervisor should note this by writing on the form, “This situation was discussed with the student. Student refused to sign the form.”
- II. The procedure is the same for a “**second warning.**” At this point if there appears to be no resolution, you may want to contact the Labor Program Office to help intervene in order to avoid step 3 in the process. This could involve work counseling sessions, accountability agreements, and mediation between all parties involved.
- III. If the first and second warnings do not provide the intended results, “**Departmental Probation**” and/or “**Department Release**” can be chosen as a consequence for final resolution of the student’s undesirable behavior. At this point, the Labor Program Office should be consulted by the labor supervisor. The Labor Program Office may work with the student to establish an “accountability agreement” to help guide the student toward successful completion of the term and avoid “labor probation and/or suspension”.

If the labor supervisor believes all alternatives have been exhausted and chooses to release the student, the Labor Program Office reserves the right to reassign the student regardless of their class standing (sophomore, junior, senior) into any position available on campus. The Labor Program Office will determine whether legitimate reasons exist to place the student on “Labor Probation.” Again, an “accountability agreement” will be established for the student and expectations/consequences will be clearly defined.