






SASP DISCIPLINARY ACTION CHART

STUDENT AUXILIARY SAFETY PATROL

Offense	1	2	3	4
Failure to submit availability	Verbal warning	Written warning	Meeting with the Executive Director to discuss possible 2-week suspension	Meeting with the Executive Director and Crystal to discuss terms of employment
Failure to attend weekly meeting (without advance notice/excuse provided)	Verbal warning	Written warning	Meeting with the Executive Director to discuss possible 2-week suspension	Meeting with the Executive Director and Crystal to discuss terms of employment
Failure to work one weekend shift a month	Verbal warning	Written warning	Meeting with the Executive Director to discuss possible 2-week suspension	Meeting with the Executive Director and Crystal to discuss terms of employment
Failure to work at least (1) special a month	Verbal warning	Written warning	Meeting with the Executive Director to discuss possible 2-week suspension	Meeting with the Executive Director and Crystal to discuss terms of employment
Failure to work 14 hours a month	Meeting with Executive Director to discuss scheduling conflicts/accommodations that may need to be made	Meeting with the Executive Director to discuss possible 2-week suspension	Meeting with the Executive Director to discuss loss of rank	Meeting with the Executive Director and Crystal to discuss terms of employment
Failure to arrive on time for a shift	Verbal warning	Written warning	Meeting with the Executive Director to discuss possible 2-week suspension	Meeting with the Executive Director and Crystal to discuss terms of employment
Failure to appear for shift (excluding extraneous and emergency situations)	2-week suspension	Meeting with the Executive Director to discuss loss of rank	Meeting with the Executive Director and Crystal to discuss terms of employment	
Failure to appear for Spring Training (without pre-notifying E-Board or Crystal of absence)	Meeting with the Executive Director to discuss possible semester suspension	Meeting with the Executive Director and Crystal to discuss terms of employment		
Failure to appear for Fall Training (without pre-notifying E-Board or Crystal of absence)	Meeting with the Executive Director to discuss possible semester suspension	Meeting with the Executive Director and Crystal to discuss terms of employment		

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Term Definitions:

- Verbal Warning: The Executive Director will reach out via text or in-person and inform you of the offense committed and expectations for future conduct.
- Written Warning: The Executive Director will reach out via email (with Crystal CC'd) and inform you of the offense committed and expectations for future conduct.
- 2-Week Suspension: The Executive Director will reach out to you via email, inform you of the offense committed, and request that you find individuals to cover all your shifts assigned within a specified 2-week period [you will still be compensated for attending the weekly meetings].
 - During this specified 2-week period, you will **not** be allowed to pick up/cover any shifts.

General Information:

- ❑ The Executive Director will reach out to SASP members who are in danger of not fulfilling a monthly minimum job requirement preceding the last two-week pay period of said month to help them get back on track.
- ❑ Showing up **more than 45 minutes late** to a shift effectively counts as failing to appear for said shift.
- ❑ Shift Tardiness disciplinary action will always take into consideration possible extraneous/emergency circumstances a SASP member may be facing; circumstances may influence the type of disciplinary action issued.
- ❑ Each SASP Member is required to respond to disciplinary action emails (dependent upon ED request).
- ❑ ALL offenses, regardless of level of offense, will be documented in the SASP Personnel Disciplinary Action Record and your digital personnel folder. Documentation of these offenses will remain in both the record and your personnel folder forever, but your offense history will revert back to level one at the beginning of each semester.
- ❑ All meetings with the Executive Director and Crystal will be arranged via email correspondence.
- ❑ If you suspect that you might be unable to fulfill a monthly minimum job requirement, please reach out to the Executive Board ASAP to discuss possible solutions/accommodations that can be made.

Revised: 4/20/20