



## Discipline & Termination Policies and Procedures

The Right Track program recognizes that each worksite has its own guidelines for termination but believes that these guidelines apply to **ALL** youth participants.

The Right Track program realizes that under certain circumstances it becomes necessary for a worksite supervisor to terminate an employee (Youth Participant).

Right Track would like to reduce the number of terminations resulting from repeated minor infractions. We ask that the worksite supervisor complete a **Disciplinary Notice when a minor infraction occurs and fax or email it to the Right Track coordinator**. This is not intended to restrict a worksite supervisor from following their own discipline procedures; it is **ONLY** intended as potential resource to assist with addressing and resolving an issue. Discipline Notices are available on our website at [RightTrack.stpaul.gov](http://RightTrack.stpaul.gov) under the “Supervisor Resources” tab.

### **Possible infractions or areas of concern that youth participants may be written up on include:**

- Attendance on the job
- Attitude and Behavior on the job
- Appearance on the job
- Completion of task and assignments

Right Track recognizes that some infractions are of a more serious nature and could result in **IMMEDIATE TERMINATION** such as:

- Theft
- Fighting
- Sexual Harassment
- Insubordination
- Physical/ Verbal Abuse
- Chemical/ Alcohol Abuse
- NON-Compliance with City of St. Paul Rules and Regulations

**If a Right Track worker receives (3) three Disciplinary Notices, he or she will be pulled from the worksite immediately until further notice.**

**IF A STUDENT HAS BEEN DISMISSED OR SUSPENDED FROM SCHOOL THEY CANNOT WORK**

Thank you for your cooperation and effort in making this a positive work experience.

**Disciplinary notices are available online at [RightTrack.stpaul.gov](http://RightTrack.stpaul.gov) under the “Supervisor Resources” tab.**