

FOOD SERVICES DIVISION STEPS FOR CORRECTIVE ACTION & PROGRESSIVE DISCIPLINE

Documentation Required & Individuals Involved in Issuing Corrective or Disciplinary Action					
Cause/Reason for Action	Incident Record and/or Training Log	Conference Memo	Letter of Reprimand	NOUS No Action	NOUS & Disciplinary Action
	FSM/AFSS	FSM/AFSS	FSM/AFSS/HR REP	AFSS/HR REP	HR REP

PC Rule 902A(1) Incompetency - Lacks performance, knowledge, skill, or ability (compared to employees in the same job classification and comparable worksite).	1st Occurrence	2nd Occurrence Continued failure to meet minimum work expectations.	3rd Occurrence; or 1st Occurrence if endangers health/safety of students or public or if causes major loss of revenue to District.
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PC Rule 902A(2) Inefficiency – Inability to work within time/quality standards.	1st Occurrence	2nd Occurrence Continued failure to meet minimum work expectations.	3rd Occurrence Inability to use time management, or despite training, unable to meet job requirements.
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PC Rule 902A(3) Insubordination or willful disobedience - Refusal to follow directives by higher-ranking staff member.	N/A	N/A	1st Occurrence	2nd Occurrence; or 1st Occurrence if insubordination endangers life, health, safety of students, staff or public, i.e., HACCP/sanitation/temp logs.
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PC Rule 902A(4) Inattention to or Dereliction of Duty - Purposeful or accidental failure to perform an obligation.	(e.g. new employees).	1st Occurrence if engaged in activities other than performing assigned duties. (Ex: excessive conversation that interferes with duties).	2nd Occurrence	3rd Occurrence; or 1st Occurrence if failure to perform job task is HACCP/sanitation/safety violation endangering health and safety of students, staff or public, or causes major financial loss to Division/District
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FOOD SERVICES DIVISION STEPS FOR CORRECTIVE ACTION & PROGRESSIVE DISCIPLINE (Continued)

Documentation Required & Individuals Involved in Issuing Corrective or Disciplinary Action					
Cause/Reason for Action	Incident Record and/or Training Log	Conference Memo	Letter of Reprimand	NOUS No Action	NOUS & Disciplinary Action
	FSM/AFSS	FSM/AFSS	FSM/AFSS/HR REP	AFSS/HR REP	HR REP

PC Rule 902A(5) Discourteous (behavior), abusive (conduct), or threatening treatment of employees, students, or public, including sexual harassment.	1st Occurrence Ex: yelling; combative behavior; argumentative; or disrespectful.	2nd Occurrence; or 1st Occurrence Ex: Making derogatory remarks; using obscenities; or using profanity.	3rd Occurrence; or 1st Occurrence if behavior is deemed to be harassment or abuse, bullying, threats of violence or physical harm to students, staff or public.		
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PC Rule 902A(6) Willful/persistent violation of Ed Code, rules, or procedures by Board, PC, or FSD Administration.	N/A	1st Occurrence Ex: Willful use of cell phone, ear pods, or other personal electronic devices while working in the kitchen.	2nd Occurrence Ex: Willful and persistent use of cell phone, etc. in kitchen.	3rd Occurrence; or 1st Occurrence based on the severity of the offense.	
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PC Rule 902A(7) Work-related dishonesty, including examination deception or fraud.	1st Occurrence Ex: Leaving worksite early without authorization and claiming pay.	2nd Occurrence Ex: Continues to leave worksite early unauthorized and claims pay.	1st Occurrence Ex: falsification, unacceptable use of district property	3rd Occurrence; or 1st Occurrence Ex: petty theft, falsification of time records, or examination fraud.	
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PC Rule 902A(8) Appearing under the effects of alcohol or drugs.	N/A	N/A			1st Occurrence
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Cause/Reason for Action	Incident Record and/or Training Log	Conference Memo	Letter of Reprimand	NOUS No Action	NOUS & Disciplinary Action
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PC Rule 902A(9) Immoral Conduct	N/A	N/A	1st Occurrence
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PC Rule 902A(10) Engaging in political activities during assigned duty hours.	1st Occurrence	2nd Occurrence	3rd Occurrence
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PC Rule 902A(11) Conviction by court of a felony, or of a crime involving moral turpitude.	N/A	N/A	1st Occurrence
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PC Rule 902A(12) Conviction of one or more crimes indicating poor employment risk.	N/A	N/A	1st Occurrence Depending on the severity and/or nature of the case.
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PC Rule 902A(13) Failure to disclose material facts, false/misleading statements on District forms.	N/A	1st Occurrence	2nd Occurrence	3rd Occurrence; or 1st Occurrence if impact or consequences are severe.
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FOOD SERVICES DIVISION STEPS FOR CORRECTIVE ACTION & PROGRESSIVE DISCIPLINE (Continued)

Documentation Required & Individuals Involved in Issuing Corrective or Disciplinary Action						
Cause/Reason for Action	Verbal Warning	Incident Record	Conference Memo	Letter of Reprimand	NOUS No Action	NOUS & Disciplinary Action
	FSM/AFSS	FSM/AFSS	FSM/AFSS/HR REP		AFSS/HR REP	HR REP

PC Rule 902A(14) Frequent (unprotected) unexcused (and/or unscheduled) absence or tardiness <i>(Note: An unexcused absence is defined as a requested unprotected absence that was denied due to operational needs; or if an employee fails to submit required supporting documentation when requested. An unscheduled absence is defined as any unprotected absence that was not requested and not approved in advance prior to the first date of the absence.)</i>	Address unprotected unexcused or unscheduled absences (including leaving early) at: 	Address unprotected unexcused or unscheduled absences (including leaving early) at: 	Address unprotected unexcused or unscheduled absences (including leaving early) at: 	Address unprotected unexcused or unscheduled absences (including leaving early) at: 
	<div>3 absences within 3 months</div>	<div>4-8 absences within 4-5 months</div>	<div>9-11 absences within 6-11 months</div>	<div>12 or more absences within calendar year</div>
	Address unprotected unexcused or unscheduled tardies at: 	Address unprotected unexcused or unscheduled tardies at: 	Address unprotected unexcused or unscheduled tardies at: 	Address unprotected unexcused or unscheduled tardies at: 
	<div>3 tardies within 1 month</div>	<div>4-10 tardies within 2-5 months</div>	<div>11-22 tardies within 6-11 months</div>	<div>23 or more tardies within calendar year</div>
	<i>*Note: See Food Service Division Employee Handbook regarding probationary employees.</i>			

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PC Rule 902A(15) Abuse of leave privileges by habitual use of illness leave for trivial indispositions, or frequent extended (unprotected) absences that impairs the efficiency of the service.	Pattern of unprotected absences of three (3) to five (5) workdays within a calendar year.	Pattern of unprotected absences of six (6) or more workdays within a calendar year.	Continued pattern of unprotected absences of twenty (20) or more workdays within calendar year.
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PC Rule 902A(16) Failure to report for review of criminal records.	N/A	N/A	1st Occurrence
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PC Rule 902A(17) Failure to report for health exam (TB test, health appraisal, fitness for duty eval).	N/A	1st Occurrence	2nd Occurrence	3rd Occurrence
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PC Rule 902A(18) Absence without leave.	1st Occurrence if absent one day without notice.	2nd Occurrence if absent one day without notice; or 1st Occurrence if absent 2-4 consecutive days without notice.	3rd Occurrence; or 1st Occurrence if absent for five (5) consecutive days or more without notice.
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PC Rule 902A(19) Failure to progress in training program required for job classification.	1st Occurrence if for Ex: ServSafe Certification Training	2nd Occurrence if for Ex: Servsafe Certification Training	3rd Occurrence if for Ex: ServSafe Certification Training.
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PC Rule 902A(21) Willful or persistent violation or failure to enforce regulations and/or procedures pertaining to health safety.	1st Occurrence Ex: Minor safety violation.	2nd Occurrence	3rd Occurrence; or 1st Occurrence if endangers the health and safety of students, staff or public.
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PC Rule 902A(22) Unauthorized use of District or student body property (ex: telephones, computers, food and/or supplies).	1st Occurrence	2nd Occurrence	3rd Occurrence; or 1st Occurrence if major financial loss to Division/District.
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***Note:** An Incident Record should be completed for all incidents

***Note:** All absences should be noted on an Absence/Tardy/FMLA log.

***Note:** An unprotected absence is any absence that is not covered under specific leave protections such as FMLA, CFRA, PDL, PPL, PN, KN, BV, etc.

Acronyms: AWOA = Absence without Authorization (more than five days)

AWOL = Absence without Leave (more than 20 days)

AFSS = Area Food Service Supervisor

FSM = Food Service Manager

HR Rep = Human Resources Representative

NOUS = Notice of Unsatisfactory Service

RM = Regional Manager

SFSW = Senior Food Service Worker

The FSD Steps for Corrective Action/Progressive Discipline is a chart provided as a reference tool for managers and supervisors. It is not a statement of policy. It is a set of guidelines designed to assist managers/supervisors in determining appropriate recommendations for action. Managers and supervisors may consider the totality of circumstances; the seriousness of the offense; mitigating or extenuating circumstances, number of causes of actions; and multiple charge or causes. Managers and supervisors should consult with their branch HR representative for guidance. Additionally, when an employee has displayed problematic work behavior, that behavior should be reflected in the employee's performance evaluation (see appropriate collective bargaining agreement for guidance). Corrective and disciplinary action should be taken in an appropriate and timely manner. Discipline shall be determined on a case-by-case basis. HR Reps shall manage disciplinary action.