



VIRGINIA  
WESLEYAN  
UNIVERSITY

### **EMPLOYEE COUNSELING SUMMARY (PROGRESSIVE DISCIPLINE)**

The attached Employee Counseling Summary provides opportunities for employees to correct unacceptable performance (if the violation(s) do not warrant immediate termination). Additionally, it provides the supervisor and/or department head with a mechanism for correcting or terminating an employee who appears unable or unwilling to comply with designated policies and procedures and/or lacks the ability to satisfactorily perform his/her job. Any time a supervisor/department head feels it is necessary to begin and/or continue progressive discipline with an employee, that supervisor is to contact the Director of Human Resources. The Human Resources Director will assist the supervisor in maintaining objectivity, fairness, and consistency with the discipline procedure. The Employee Counseling Summary will remain in the employee's personnel file indefinitely. However, it will be part of the progression of discipline for one (1) year from date of occurrence.

