



Progressive discipline is discipline administered in stages, starting from the least severe progressing to the most severe. Progressive discipline may be administered for violating any KDADS Employee policy. Progressive discipline includes informal counseling, a written reprimand, change in duties, suspension, demotion and/or dismissal. Where it is not otherwise specified in policy, Human Resources must be notified and consulted immediately after discovery of the violation and prior to the implementation of discipline.

KDADS supervisors will use progressive discipline consistently and reasonably to address work performance deficiencies or detrimental personal conduct. Prior to implementing progressive discipline, supervisors shall consult with Human Resources. Depending on the nature/severity of an incident progressive discipline stages may be skipped or repeated as deemed appropriate by the Appointing Authority.

Progressive discipline is not required for probationary or temporary employees.

*Reference: K.A.R. 1-7-10 thru 1-7-12, K.S.A. 75-2949, 75-2949d, 75-2949e, and 75-2949f*