

		MANAGEMENT BY NUMBER OF OCCURRENCES			
RELATIVE SEVERITY OF EMPLOYEE MISCONDUCT OR LACK OF COMPETENCE	RELATIVELY MINOR	DISCIPLINARY RESPONSE	MITIGATING FACTORS	EQUAL FACTORS	AGGRAVATING FACTORS
		NO DISCIPLINE	1		
		ORAL WARNING	2	1	
		WRITTEN WARNING	3	2	1
		OFFICIAL REPRIMAND	4	3	2
		SUSPENSION	5	4	3
		TERMINATION		5	4
			MANAGEMENT BY NUMBER OF OCCURRENCES		
	RELATIVELY MODERATE	DISCIPLINARY RESPONSE	MITIGATING FACTORS	EQUAL FACTORS	AGGRAVATING FACTORS
		NO DISCIPLINE			
		ORAL WARNING			
		WRITTEN WARNING	1		
		OFFICIAL REPRIMAND	2	1	
		SUSPENSION	3	2	1
		TERMINATION		3	2
			MANAGEMENT BY NUMBER OF OCCURRENCES		
	RELATIVELY MAJOR	DISCIPLINARY RESPONSE	MITIGATING FACTORS	EQUAL FACTORS	AGGRAVATING FACTORS
		NO DISCIPLINE			
		ORAL WARNING			
		WRITTEN WARNING			
		OFFICIAL REPRIMAND			
		SUSPENSION	1		
		TERMINATION		1	1

INFORMAL TYPES OF DISCIPLINE ARE:

- Oral Warning
- Written Warning

FORMAL TYPES OF DISCIPLINE ARE:

- Official Reprimand
- Suspension - with or without pay
- Termination

Mitigating Factors: The mitigating circumstances surrounding the event such as unusual job tensions, personality problems, mental problems, harassment or bad faith, malice or provocation on the part of others involved in the matter.

Aggravating Factors: Provoking, making things worse