

Self-Assessment Exercise for Progressive Discipline Training

The Purpose of this Self-Assessment Exercise is to test your knowledge of Progressive Discipline before you take the classroom training. It is not necessary for you to bring this self-assessment to the training, it is for your information only. It insures that participants taking the course will have a certain level of information and understanding of the subject before taking the class. The answers are at the bottom of the page. Thank you for taking the Progressive Discipline Self-Assessment.

Each question is either True or False or Multiple Choice

1. The goal of Progressive Discipline is to modify unacceptable behavior or improve performance.
 - (a) True
 - (b) False

2. What shall be considered when administering Progressive discipline?
 - (a) Mitigating circumstances
 - (b) Aggravating circumstances
 - (c) Relevant circumstances
 - (d) All of the above

3. Which of the following is considered Formal Discipline? (select all that apply)
 - (a) Written Reprimand
 - (b) Verbal warning
 - (c) Discharge
 - (d) Suspension without pay
 - (e) All of the above

4. A single incident may justify a higher disciplinary step without proceeding through lower steps?
 - (a) True
 - (b) False

5. A suspension with pay is discipline.
 - (a) True
 - (b) False

6. A disciplinary action is an opportunity to communicate expectations and provide feedback on performance
 - (a) True
 - (b) False

7. Progressive discipline can range from a low-level verbal warning to written reprimands, suspensions or demotions.
 - (a) True

- (b) False
8. "Each supervisor shall be responsible for applying discipline when necessary, that is progressive in nature, appropriate for the offense, and equitable." This statement is in
(a) Federal Law
(b) State Law
(c) EEOC Guidelines
9. Agencies are required to have written policies on discipline that comply with the Merit Protection Commission's Merit Rules
(a) True
(b) False
10. Discipline Policy
(a) Provides legal protection
(b) Reassures "good" employees
(c) Puts potential offenders on notice
(d) Protects employees from inappropriate actions of co-workers
(e) Gives violators opportunity to improve
(f) All of the above
11. Supervisor should always document employee performance in need of improvement
(a) True
(b) False
12. The Merit Rule Citation for Progressive Discipline is
(a) 455:10-11-4
(b) 455:10-19-1
(c) 455:10-17-1
(d) All of the above

Answers:

- 1.(a) 2.(d) 3.(a) (c) (d) 4. True 5. False 6. True
7. True 8.(b) 9. True 10.(f) 11. True 12.(a)