

GRYPHON PROGRESSIVE DISCIPLINE ACCOUNTABILITY SCALE

Offense	1st	2nd	3rd	4th	5th or more
Late to meeting, required training, or duty	Restorative Action	Verbal Warning	Written Warning	Probation	Termination
Missed 1:1 or ≥ 10 minutes late	Restorative Action	Verbal Warning	Written Warning	Probation	Termination
Late with administrative duties (including but not limited to bi-weekly reports, receipts, evaluations, etc.)	Restorative Action	Verbal Warning	Written Warning	Probation	Termination
Bulletin board late or poor quality	Restorative Action	Verbal Warning	Written Warning	Probation	Termination
Failure to confront/report policy violation	Restorative Action	Verbal Warning	Written Warning	Probation	Termination
Failure to wear “Gryphon on Duty” tag or Gryphon provided apparel (must be visible in check-in photo)	Restorative Action	Verbal Warning	Written Warning	Probation	Termination
Failure to check mailbox regularly (3x/week) or respond to emails (within 24 hours)	Restorative Action	Verbal Warning	Written Warning	Probation	Termination
Failure to un-forward or forward the Gryphon duty phone	Restorative Action	Verbal Warning	Written Warning	Probation	Termination
Failure to regularly and equitably participate in the duty rotation	Restorative Action	Verbal Warning	Written Warning	Probation	Termination
Unexcused absence from any staff meeting, required training, or when attendance is mandatory at any University activity, event, etc.	Verbal Warning	Written Warning	Probation	Termination	
Missed a scheduled duty shift	Verbal Warning	Written Warning	Probation	Termination	
Failure to follow established Office of Residence Life or University policies/procedures or properly report resident concerns	Verbal or Written Warning (Contingent on record and circumstances)	Written Warning	Probation	Termination	

Misuse or abuse of Office of Residence Life duty phones	Verbal Warning	Written Warning	Probation	Termination
Failure to meet G-Chat requirements and programming standards	Written Warning	Probation	Termination	
Leaving the building between 8pm-8am while on duty or missing a scheduled duty shift	Probation (+Restorative Action)	Termination		
Lying to, misleading, or concealing the truth in interactions with Lehigh students, faculty, and staff (to include fellow Gryphon staff members)	Probation or Termination (Contingent on Gryphon record and circumstances)			
Loss of master key or duty phone	Probation or Termination (Contingent on Gryphon record and circumstances)			
Abuse of master key	TERMINATION			
Intoxicated while on duty, at a dry campus event, during a campus emergency situation, etc.	TERMINATION			
Alcohol consumption with residents (if the Gryphon or any of the residents are under 21 years of age)	TERMINATION			
Fighting, striking, pushing, harassing, or threatening any Lehigh faculty, staff, or student except during circumstances of required self-defense against physical violence	TERMINATION			
Violation of federal, Commonwealth of Pennsylvania, and local municipality laws (ex. possession/use of controlled substances, such as marijuana)	TERMINATION			

Note 1: The form that Restorative Actions take is up to the discretion of the Gryphon's supervisor. Some examples could include facilitating a staff icebreaker, cleaning/organizing the staff office, bringing snacks to the next staff meeting, etc. Gryphoning is an educational experience, and the ORL balances that learning with the health and safety of residents by providing this informal level of accountability for first, minor infractions.

Note 2: The ORL provides this scale as a guideline with the understanding that context (and prior Gryphon record) plays a role in final decision-making. Circumstances of situations (i.e. emergencies) and any violations not captured on the scale (listed within the Gryphon's contract or supervisor's expectations) will be considered on a case by case basis.