

Bexar County Master Gardeners

SUBJECT: M-1 – BCMG Disciplinary Policy

BACKGROUND: The Texas Master Gardener Management Guide states the following in regard to discipline or dismissal of a Master Gardener:

Dismissal of a Master Gardener Volunteer

A volunteer may be reassigned or dismissed at the sole discretion of Texas AgriLife Extension Service. Disregard for the policies and guidelines established by Texas AgriLife Extension Service and the Bexar County Master Gardener program are grounds for dismissal of a Master Gardener Volunteer. Examples of conduct which could lead to disciplinary action include, but are not limited to: illegal activity; behavior that compromises the health and safety of volunteers, Texas AgriLife Extension Service employees, or clientele; being habitually disruptive to the overall program; unwilling or unable to work amicably with agents and/or volunteer leaders; conduct which is harmful to the Master Gardener program's reputation; or failure to relinquish/rotate leadership roles. The nature and seriousness of the infraction or violation will determine the outcome, including reassignment or dismissal.

POLICY: Allegation or Outcry: Any allegation(s) or outcry of misconduct on the part of a Master Gardener should be immediately reported to a member of the Executive Committee of the Board of Directors and/or the County Extension Agent. Upon receipt of such allegation, the receiving person will ensure the President of the Bexar County Master Gardeners and the County Extension Agent are aware of the allegation(s).

PROCESS: The Executive Committee of the Bexar County Master Gardeners in concert with the County Extension Agent will undertake an examination of the allegation(s) to include speaking with the person(s) making the allegation, the person(s) who are the subject of the allegation, and any witnesses. Every attempt will be made to ensure privacy and respect for the individuals involved. The examination should occur as soon as possible following the allegation.

If any Executive Board member is involved in the complaint, they must recuse themselves. They may not participate in this review process as an Executive Board Member.

DECISION: Upon completion of the examination of the allegation(s), the President of the Bexar County Master Gardeners, based on the recommendation of the Executive Committee, and the County Extension Agent will determine the following course of action: (1) Verbal reprimand and caution to the Master Gardener (2) Letter of Reprimand, with stated expectations of moderated behavior, to the Master Gardener; or (3) Dismissal from the Bexar County Master Gardener Program.

RESOLUTION: Before any official action is taken, the County Extension Agent and/or immediate Extension supervisor and the President of the Board of Directors should counsel with a volunteer(s) when any disciplinary action is being considered, including reassignment or dismissal. If dismissal is decided by Extension Service, communication with the volunteer(s) will be done confidentially, by two or more Extension or BCMG officials. **RATIONALE:**

This policy is designed to ensure transparency and fairness in the administration of disciplinary action.

DATE APPROVED: 12 August 2021

DATE REVIEWED: