

Disciplinary Process (non-union classified, professional and administrative employees)

Disciplinary Action

All College employees are expected to contribute to a productive and cooperative effort to conduct the business of the College and to serve the students and the community. Further, College employees have a responsibility to the College and the community to conduct themselves at the highest level of ethical standards. Conduct that interferes with operations, discredits the College, or violates performance or ethical standards will not be tolerated. An employee who violates any rule, regulation, or policy of the Board of Trustees, which may include, but is not limited to incompetency, neglect of duty, immorality, conviction of a felony, insubordination, or failure to satisfy a directive by a supervisor in compliance with those rules, regulations, and policies may be subject to disciplinary action including suspension with or without pay, or dismissal with approval of the President.

Disciplinary Procedure

Discipline of all employees, who have met their 60-day introductory period, shall be for just cause and shall generally be imposed in a progressive manner. However, the sequence and severity of the disciplinary action may vary with the type of offense and the circumstances surrounding it. Not all steps need to be used under all circumstances. In addition, the disciplinary level may vary based upon the employee's performance record and disciplinary status. Disciplinary action given for a particular incident shall not be precedent for any conduct of a similar nature for any other employee. In the case of performance issues, supervisors should make attempts to take corrective measures through informal discussions and coaching prior to implementing disciplinary procedures. Performance improvement plan tools are available from Human Resources to assist with performance management.

The Director, Human Resources should be notified prior to the implementation of disciplinary procedures when discipline reaches suspension and/or dismissal.

The general disciplinary sequence is as follows:

A. Verbal Reprimand

A verbal reprimand is a meeting held between the employee and his/her supervisor to discuss unacceptable performance and/or behaviors. The supervisor shall inform the employee of his/her concerns and explain how the problem can be corrected so that the employee is meeting acceptable standards of performance. A note shall be kept in the supervisor's file and the employee shall also get a copy indicating the date and the substance of the verbal reprimand.

B. Written Reprimand

A written reprimand is a letter, written by the supervisor stating the reasons and the manner in which the employee is failing to meet acceptable standards of performance or

behavior. The written document shall also inform the employee that if any form of unacceptable performance or behavior persists, suspension or dismissal may result.

The Director, Human Resources should be contacted to assist in the preparation of the written reprimand. A copy of the document will be placed in the employee's personnel file in Human Resources or Payroll.

C. Suspension

A suspension with or without pay is an action that may be recommended by the employee's supervisor to the appropriate Vice President or President, with the Director, Human Resources' involvement, if the employee subsequently fails to meet acceptable standards of performance or behavior. The suspension is to be documented, referencing the dates that the suspension is to begin and to end. Before the conclusion of the next regular working day following the initiation of the suspension the employee shall receive written notification of the allegations, the name of the person or persons making the allegations, and the duration of the suspension. The suspended employee may appeal the suspension by initiating the process outlined in the Grievance Process (Non-union Employees). This process can be found on the HR Staff portal.

D. Dismissal

A dismissal is termination of employment. An employee may be dismissed if he/she subsequently violates any College policy, rule or regulation or fails to meet acceptable standards of performance or behavior after receiving verbal and written reprimands and suspension. Dismissal will occur only with the approval of the Board of Trustees, the President, or President's designee.

A suspension or dismissal without prior disciplinary actions may be justified depending on the type of offense and the circumstances surrounding it.

The employee will receive copies of disciplinary documentation.