



SUBJECT: 400 Human Resources

Policy: 407.6 Disciplinary Procedures

Effective:

Revised:

Reviewed:

DISCIPLINARY PROCEDURES

College supervisory staff members are concerned with preventing personnel problems from occurring as well as with addressing misconduct or poor work performance. Discipline is used to provide employees the opportunity to improve job performance and comply with department and College policies. Generally, an informal reminder is all that is necessary for an employee to correct a behavioral or job performance problem. However, if informal counseling is unsuccessful in solving a problem, or if the problem is severe, formal disciplinary intervention may be necessary. Supervisors must contact the Human Resources Director prior to taking any formal disciplinary intervention. Formal disciplinary intervention generally includes the following steps and sequence:

1. A verbal reprimand
2. A verbal reprimand with a letter of warning
3. A written reprimand with a letter of warning
4. Termination

Occasionally circumstances suggest that one or more of these steps be combined or ignored. For example, cases involving gross misconduct may result in skipping to step 3 or 4.

Gross Misconduct

Gross misconduct is that type of serious, improper behavior, which the College cannot condone. Gross misconduct threatens ongoing College operations, the health and safety of others, or the employee's own health and safety. Gross misconduct may lead to immediate termination without counseling.

Examples include, but are not limited to:

1. Mistreating or endangering the safety of others including students, visitors, and/or employees.
2. Reporting to work or representing the College under the influence of alcohol and/or drugs or in possession of alcohol or drugs, firearms, or other dangerous devices.
3. Conviction for any serious misdemeanor or felony.
4. Damaging College property by serious negligence or a willful act.
5. Insubordination - refusing to follow a supervisor's reasonable directions.
6. Willful, malicious, or serious disregard of College policies or rules.