2450 – Employee Conduct and Discipline

College employees are expected to conduct themselves with professionalism and alertness on the job as they perform the responsibilities of their positions to the best of their ability. Conduct that violates College and work area policies and procedures and/or the law, and which may be considered unsafe, imprudent, disruptive, and not in the best interests of the College may result in disciplinary action.

The College wishes to administer consistent and fair discipline for unsatisfactory performance and/or conduct in the work place. The primary purpose of employee discipline is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service.

The College may take a number of actions, including but not limited to the following: verbal warning[1] (in which case an Employee Performance Warning Form will be implemented); Performance Improvement Plan[2]; suspension (administrative leave) with or without pay (in which case a Notice of Suspension will be implemented); and/or termination of employment[3]. These actions are not necessarily progressive in nature and may be used as needed.

Employee discipline is the responsibility of the supervisor in consultation with the Office of Human Resources.

Contact(s)
Director of Human Resources

Related Form(s)
Employee Performance Warning Form
Employee Performance Warning Form-Fill-in
Notice of Suspension
Performance Improvement Plan Form
Performance Improvement Plan Form Sample

Relevant Policy or Procedure(s): 1435 – Employee Conduct and Discipline

Approved by: President

Date: 6/25/02 & 7/24/02

Revision(s): 10/16/07; 11/14/11; 3/30/15; 9/25/17; 2/25/19 (minor revision);

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[1] A verbal warning occurs when a supervisor verbally counsels an employee about an issue of concern. A written record of the discussion is documented on the Employee Performance Warning Form and forwarded to the Office of Human Resources for future reference.

[2] Performance Improvement Plans are used for behavior or violations that a supervisor considers serious or when a verbal warning has not helped change unacceptable behavior. Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he or she has demonstrated an inability to perform assigned work responsibilities efficiently, the supervisor, in consultation with the Office of Human Resources, may place the employee on a Performance Improvement Plan.

[3] Reasons for immediate termination include but are not limited to: fighting; assault; theft from anyone, regardless of the amount involved; serious insubordination, such as refusing a direct work order; dishonesty; willful destruction of property; being under the influence of drugs or alcohol; and falsification of records.

4/2/20 (minor revision)