2450 – Employee Conduct and Discipline

College employees are expected to conduct themselves with professionalism 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; written warning (in which case a Performance Improvement Plan will be implemented—please contact the Office of Human Resources for a copy of this form); suspension (administrative leave) with or without pay; and/or termination of employment. These actions are not necessarily progressive in nature and may be used as needed.

Employee discipline is the responsibility of the supervisor, and is coordinated through the Office of Human Resources.

(Based on policy 1435; revised and approved by President on 11/14/11)