

Policy Type: Support Staff

Policy Title: Disciplinary Action

Who Does This Policy Affect: All Support Staff

Purpose: The purpose of this policy is to define causes of disciplinary action and the action taken as a result.

Policy Statement:

A. Regular Employees

The College supports the use of progressive discipline to address employee conduct issues such as poor work performance or misconduct and to encourage employees to be productive and meet the College's behavior standards and expectations.

Disciplinary action will normally follow the subsequent progression:

- Step 1. Oral warning
- Step 2. Written reprimand
- Step 3. Suspension (with or without pay)
- Step 4. Dismissal

Generally, steps are not repeated; however, some circumstances may compel the supervisor to consider such action. Based on the seriousness of the offense, disciplinary action may be non-progressive and result in immediate suspension or dismissal. Each situation will be dealt with on an individual basis.

Disciplinary action shall be for stated causes with the employee having the right to defend him/herself against any and all charges. Written notification of dismissal, suspension, or other disciplinary action shall be given or sent to the employee. Among, but not limited to, the causes which may be deemed sufficient for dismissal, suspension, demotion, or other disciplinary action are the following:

- 1. Violation of any provisions of Policies and Procedures
- 2. Incompetence or inefficiency
- 3. Insubordination
- 4. Neglect of duty
- 5. Falsification of records and reports
- 6. Breach of confidential information
- 7. Negligence or willful damage to public property, waste or misappropriation of public supplies or equipment
- 8. Disorderly or immoral conduct
- 9. Failure to work with others
- 10. Incapacity due to mental or physical disability
- 11. Unauthorized or excessive absence from work

12. Reporting to work under the influence of intoxicants or controlled substances or consuming or using either while on College property
13. Conviction of any criminal act

B. Temporary and Probationary Employees

Persons employed on a temporary or probationary (first six (6) months of employment) basis are “at-will” employees and may be dismissed at the discretion of the District.