It is the responsibility of each supervisor to enforce and maintain discipline. Corrective action shall be administered by the immediate supervisor for such causes as unauthorized absence, failure to perform duties assigned, violation of College policies, rules, or procedures, and for other such conduct that inhibits the efficient and effective operation of the College.

The following factors are to be considered by the immediate supervisor prior to taking any disciplinary action:

1. The seriousness and circumstances of the particular offense
2. The past conduct record of the employee
3. The employee's length of service
4. The time since the previous disciplinary action was required
5. The impact of mitigating or aggravating circumstance.

6. The College's practice in similar cases in the past

Policies are necessary to orderly processes of the College. The purpose of College policies and procedures is to facilitate productivity and satisfactory working relationships based on trust, self-discipline, and respect for the rights of others.

A. Progressive and Cumulative Discipline

Under progressive discipline, an employee is subject to progressively more severe discipline if standards of conduct continue to be violated for the same offense. Under cumulative discipline, prior offenses for which an employee was disciplined may be used to determine the severity of the action to be taken for the current offense even though the prior offense(s) may not be similar to the current offense. Disciplinary action may be both progressive and cumulative.

Generally, discipline is progressive only; however, when an employee commits different offenses and has demonstrated an unwillingness or inability to conform to reasonable conduct and/or work standards, progressive and cumulative discipline may be warranted.

B. Oral Reprimand

An oral reprimand is the least severe type of disciplinary action. An oral reprimand should clearly indicate the nature of the problem and what corrective action is expected. It should also point out to the employee that future incidences of a similar nature shall result in more severe disciplinary action. Oral reprimands shall be documented in writing by the supervisor.

C. Written Reprimand

A written reprimand usually follows an oral reprimand; however, some offenses call for a written reprimand for the first offense. A written reprimand shall clearly specify the nature of the problem, corrective action expected, and notice that future incidences of a similar nature shall result in a more severe disciplinary action.

D. Suspension

A suspension is a severe form of disciplinary action. Although suspension usually follows a written reprimand, it may be imposed as the first disciplinary action for serious offenses. If the suspension is the initial disciplinary action, care should be exercised to ensure the employee was aware of the seriousness of the offense. Depending on the circumstances, a suspension may be with or without pay.

Suspension may be part of a College investigation prior to taking final action when the offense could require dismissal.
Employees arrested and charged with a felony may be suspended and placed on leave of absence without pay pending disposition of the case.

Before the suspension of any employee not serving a probationary period, the College shall give the employee written notice and a predetermination conference. Except in an extraordinary situation, the employee shall be given notice of the proposed action in time for the notice to be received by the employee at least ten (10) calendar days before the date the action is to be taken.

The notice shall be signed by the person authorized to make the final decision or a designated representative and shall include the following:

1. The date the College proposes to take final action,
2. The specific charges or reasons for the action,
3. Identification of any documents on which the charges are based,
4. Whether the suspension is with or without pay,
5. A statement that the employee may, within five (5) work days of receipt of the notice, submit a request in writing for a predetermination conference in order to make an oral or written statement or both to the College to refute or explain the charges made against the employee,
6. A statement that failure to request a predetermination conference renders the suspension final and binding,
7. The name, address, and telephone number of the person to whom the written request for a predetermination conference should be directed,
8. Information that the predetermination conference shall be held before the proposed effective date of the action at a time and place determined by the College, normally during regular business hours,
9. A statement that the College is sincere in its desire to reduce the risk of error in taking the disciplinary action against the employee and to avoid a wrongful damaging of the employee's reputation by untrue or erroneous charges and that, therefore, the College is sincerely interested in receiving and considering the employee's response,
10. A copy of the grievance procedure and standards of conduct concerning this action.

The notice of suspension must be sent by certified mail, return receipt requested, or delivered to the employee in the presence of a witness and signed for by the employee. A copy of the notice shall be placed in the employee's permanent record.
E. Dismissal

Dismissal is the final and most severe form of discipline. Dismissal should be used only in the case of a major offense or as the final step in the progressive/ cumulative disciplinary process. Before the dismissal of any employee not serving a probationary period, the College shall give the employee written notice and a predetermination conference. Except in an extraordinary situation, the employee shall be given notice of the proposed action in time for the notice to be received by the employee at least ten (10) calendar days prior to the date the action is to be taken. The notice shall be signed by the person authorized to make the final decision or a designated representative and shall include the following:

1. The date the College proposes to take final action,
2. The specific charges or reasons for the action,
3. Identification of any documents on which the charges are based,
4. A statement that the employee may, within five (5) work days of receipt of the notice, submit a request in writing for a predetermination conference in order to make an oral or written statement or both to the College to refute or explain the charges made against the employee,
5. A statement that failure to request a predetermination conference renders the suspension final and binding,
6. The name, address, and telephone number of the person to whom the written request for a predetermination conference should be directed,
7. Information that the predetermination conference shall be held prior to the proposed effective date of the action at a time and place determined by the College, normally during regular business hours,
8. A statement that the College is sincere in its desire to reduce the risk of error in taking the disciplinary action against the employee and to avoid a wrongful damaging of the employee's reputation by untrue or erroneous charges and that, therefore, the College is sincerely interested in receiving and considering the employee's response,
9. A copy of the grievance procedure and standards of conduct concerning this action.

The notice of dismissal must be sent by certified mail, return receipt requested, or delivered to the employee in the presence of a witness and signed for by the employee. A copy of the notice shall be placed in the employee's permanent record.
F. Predetermination Conference (Suspension/Dismissal)

The conference shall be conducted by the person authorized to make the final decision or a designated representative(s).

The person (or persons) conducting the conference shall convene the conference at the time and place set by the College and shall identify him/herself, the employee, and all other participants and explain that the purpose of the conference is to hear the employee's side of the charges in order to protect the employee from erroneous or arbitrary, adverse action, and that the College's further purpose is to afford the College an opportunity to reevaluate its position after reviewing the information presented by the employee and to affirm or alter its action as may be warranted. The conference shall be informal and shall not be in the nature of an evidentiary hearing. The employee may bring a representative to assist or advise, but discovery, cross-examination, and similar legal procedures are not permissible.

The employee shall be permitted to submit relative information, orally or in writing or both, with the privilege being reserved by the College to give such information such weight as it deems proper. The employee shall be informed that if he/she chooses to make no response, the College will proceed on the basis of the best information it can obtain without such response.

At the conclusion of the conference, the presiding person shall inform the employee when the College will decide whether to take the disciplinary action and that the employee will be promptly notified.

G. Notice of Final Action

If the College determines that it will proceed with the dismissal or suspension, the employee shall be notified in writing of his/her right to grieve at Step Four of the Grievance Procedure or at Step Five if the President was the person who initiated either the suspension or the dismissal. Notification shall be by personal delivery or by certified mail, return receipt requested, within five (5) workdays from the date the action is to be effective.

H. Period Between Notice and Action

During the period between the first notice and the effective date of the action, the employee shall be expected to perform the usual duties without disrupting fellow employees, other persons, or College activities. If, however, it is deemed highly desirable or necessary that the employee not continue to perform the same duties in the same location during this period, the College may temporarily assign the employee to other duties.

An employee who is under formal investigation by the College for violation of a rule or statute for which dismissal is a penalty may be placed on administrative leave not to exceed ten (10) work days.
I. Extraordinary Situations

In extraordinary situations, such as when the retention of an employee with permanent status would result in damage to property, would be detrimental to the best interest of the College, or would result in injury to the employee, a fellow employee, or some other person, such employee may be suspended or dismissed without ten (10) calendar days prior notice of such action provided that written or oral notice of such action, evidence of the reasons for the action, and an opportunity to rebut the charges are furnished to the employee before such dismissal or suspension.

In an extraordinary situation, notice shall include evidence of the reasons for, and an opportunity for rebuttal of, the suspension or dismissal. The notice shall be in writing, sent by certified mail, return receipt requested, or delivered orally to the employee in the presence of a witness. If the College determines after the rebuttal that it will proceed with the suspension or dismissal of the employee, the employee shall be notified in writing of his/her right to grievance at Step Four of the Grievance Procedure or at Step Five if the President was the person who initiated either the suspension or the dismissal. Notification shall be by personal delivery or by certified mail, return receipt requested, within five (5) workdays from the date the action is effective.

During the period between notice and the effective date of the action, if any, the employee may be placed on administrative leave.