

ADMINISTRATIVE POLICY
PROGRESSIVE DISCIPLINE

This policy pertains to employees.

Introduction

The College is committed to treating employees consistently and fairly and to working with employees to assure there is an understanding of expectations and the consequences of not meeting those expectations. Many workplace performance problems are handled by informal conversations and coaching between the manager and employee. When coaching does not successfully correct performance issues, or when policies, procedures or work rules are violated, employees conduct themselves in an unprofessional or inappropriate manner, then corrective action/discipline may be appropriate. The College strives to administer discipline in a progressive manner in order to provide employees with the opportunity to correct unacceptable behavior or performance issues and to ensure consistency in the process used.

I. Levels of Discipline

Levels of discipline issued under this policy are intended to be applied progressively and are designed to provide the employee with notice of the unacceptable conduct and an opportunity to correct or improve the behavior. All levels of discipline are documented to the employee and in the individual's personnel file in a written format. Levels of discipline under this policy may include:

- Step 1 – Oral Warning
- Step 2 -- Written Warning
- Step 3 – Suspension
- Step 4 – Termination

II. Application of Levels of Discipline

The level of discipline issued will depend on several factors, including without limitation, the nature of the misconduct or work rule violated, the seriousness of the infraction, the employee's receipt of prior disciplinary action and prior work history. When violations are recurring or considered serious, any of these steps may be bypassed. A manager considering discipline will consult with Human Resources to ensure College-wide consistency in the application of this policy, when the underlying facts and circumstances are the same.

Some examples of conduct that may result in disciplinary action include, but are not limited to:

- A. Dishonesty of any kind, including, theft of property from the District, coworkers or students, or falsification of records
- B. Unacceptable use of computers as identified in College policy
- C. Excessive absenteeism or tardiness or leaving work early without permission
- D. Engaging in unauthorized use of the College's equipment or supplies, particularly for personal purposes
- E. Insubordination
- F. Failing to maintain confidentiality of College, student, or employee information

- G. Violating or encouraging/assisting another employee to violate College policy
- H. Violation of safety and security procedures and policies, including failure to immediately report accidents or injuries
- I. Intentional, negligent or careless actions which endanger one's safety, the safety of others, or which damage property or harm the College in some way
- J. Illegal activities at work
- K. Poor performance, work habits, horseplay, conduct or demeanor which is unsatisfactory in the judgment of the College
- L. Failing to cooperate in College investigations

Any act, whether or not identified as a rule or in a College policy, which in the administration's sole discretion interferes with the performance of any employee, safety of any employee, student, customer or visitor, or the operation of any equipment or facilities, may subject an employee to disciplinary action. Further, conduct not specifically listed in a rule or policy, but which adversely affects the interests of the College, other employees, customers, or students may also result in disciplinary action.

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