Progressive Discipline Policy

Policy/Procedure

It is the policy of the college to establish and maintain appropriate conduct, procedures, rules and regulations that will promote effective operation in the interest of the college and its employees. This policy in no way alters the at-will employment relationship between the college and its employees, which means that the employment relationship may be terminated by either party for any reason and at any time, with or without cause.

Depending upon the facts and circumstances involved in each situation, the college, at its discretion, may begin constructive actions at any step and may skip steps as needed. Likewise, the use of progressive discipline before discharge is left to the discretion of the college and may not be appropriate in every situation. In general, the following actions may occur:

Verbal Warning. Minor infractions and rule violations may result in the issuance of a verbal warning.

Written Warning. Formal documentation regarding the infraction/violation and expected corrected or improved behavior will be provided in the form of a written warning.

Suspension. Should events compel the college to take immediate action when discharge appears possible, the college may immediately suspend the employee for a specific period of time. Normally, this period will not be for longer than three days, but in certain situations and due to the complexity or seriousness of the investigation, the suspension may be longer. The suspension may be with or without pay, and the employee will be required to leave the premises immediately. Upon investigation, the suspension may lead to discharge.

Discharge. The college maintains that certain activities are so harmful to the successful operation of the college that anyone involved in them will be subject to discharge. In situations involving major infractions, continued failure to respond appropriately to prior counseling, or continued negative or inappropriate behavior, discharge may be the appropriate recourse.

Related Information

History/Revision Information
Progressive Discipline Policy

Responsible Office/Division:

Effective Date:

Last Amended Date:

Next Review Date:

Also Found In: Handbook for Administrators and Support Staff