



<p align="center">Policy Title Employee Progressive Discipline</p>	<p align="center">Original Adoption Date 12/21/1994</p>	<p align="center">Policy Number HR-150</p>
<p align="center">Responsible College Division/Department Human Resources</p>	<p align="center">Responsible College Manager Title Director of Human Resources</p>	
<p align="center">Policy Statement</p> <p>Work performance issues and concerns will be promptly communicated to employees by their managers for the purpose of resolving the problem or concern on an informal level.</p> <p>Disciplinary action will be initiated if an employee violates the college's work rules or policies, the code of ethics, or other standards of conduct or performance.</p> <p>Although this method is progressive, managers have the authority, if they determine the conduct to be more severe, to take higher-level disciplinary action without first employing the lesser discipline options available to them or to issue discipline at the same or a lesser option in the event of reoccurrences.</p> <p>In all situations where a manager believes that it is necessary to take disciplinary action, the manager will discuss the situation with the Human Resources manager. Considering all factors, the manager and Human Resources manager will agree on the level of discipline.</p> <p>Employees covered by this policy include LEA bargaining unit members and those covered by Step 3 of the Adjunct Instructor Schedule and management and support employees who work at least 600 hours per year. A modified version of this policy is applicable to all other employees.</p> <p><u>Employee Rights to Records and Response:</u></p> <p>All disciplinary notices will be signed by the employee prior to being placed in the employee's personnel file except when the employee wishes to attach a letter of rebuttal to such material. Employees will have the right to submit a written response to any disciplinary notice included in their file.</p> <p>Employees will review and follow the Personnel Records policy and procedure to understand how to access, review, and copy materials in their personnel file.</p>		
<p align="center">Reason for Policy</p> <p>The principal objective of this process is to correct the inappropriate or unacceptable behavior or performance of an employee.</p>		
<p align="center">Cross References and Legal Review</p> <p>Reviewed/Revised: 12/15/94; 6/17/96; 7/01/02; 12/15/08 Personnel Records (Policy), Personnel Records (Procedure)</p> <p>Legal Counsel Review and Approval: N/A Board Policy: III.A. General Executive Constraint, III.B. People Treatment</p>		



Lakeshore Technical College
Official Policy