



<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 Vice President of Administration</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 Vice President of Human Resources and Talent Development.</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; 2/14/19</p> <p>Legal Counsel Review and Approval: N/A</p> <p>Board Policy: III.A. General Executive Constraint, III.B. People Treatment</p>		
<p align="center">Definitions</p>		

See [Employee Progressive Discipline Procedure](#)