

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

DISCIPLINARY ACTION

Effective April 15, 1999

Policy No. 3-32

Page 1 of 2

- (A) The purpose of employee disciplinary action is to correct unacceptable employee behavior. This unacceptable employee behavior may be disregard of college policy, failure to complete job assignments, or other behavior unacceptable in the work environment. The disciplinary action will generally be progressive: verbal warning, written warning, time off without pay, and discharge. Any of the progressive steps may be omitted depending on the nature of the behavior.
- (B) Discharge is generally, but not necessarily, preceded by progressive and corrective discipline. Behaviors upon which discharge may be based include, but are not limited to, the following:
- (1) Illegally bringing or bearing firearms or other lethal weapons on campus.
 - (2) Misuse or misappropriation of college equipment, materials, funds, or other resources.
 - (3) Insubordination, defined as "a willful disregard of express or implied directions of the employer and/or refusal to obey reasonable orders."
 - (4) Falsification of college records.
 - (5) Conviction of any violent offense covered by division (D) of Section 3345.23 of the Ohio Revised Code which automatically effects discharge from the college except as provided in division (E) of that section.
 - (6) The unlawful possession or use of illicit drugs, a controlled substance, and/or alcohol on college property.
 - (7) The unlawful distribution of illicit drugs or a controlled substance.
 - (8) Violation of the college's policies on Harassment, Sexual Harassment, or Sexual Misconduct.
 - (9) Failure to call or report to work for three consecutive, assigned working days ("no call-no show").
 - (10) Assault.

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Page 2 of 2

The above behaviors may range from minor to very severe in nature. Therefore, each incident will be evaluated on an individual basis.

(C) The President shall adopt procedures for disciplinary action.