

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

DISCIPLINARY ACTION
Procedure No. 3-32 (C)
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Effective April 15, 1999

- (1) If an employee is disciplined, he/she will be informed that if his/her behavior is not corrected, it may lead to further disciplinary action up to and including discharge. Disciplinary action includes the following steps:
 - (a) Step One - When an employee first exhibits unacceptable behavior, the employee's administrator will orally warn the employee that the behavior is unacceptable and instruct the employee as to what corrective action is required. Documentation of the oral warning will be placed in the employee's personnel file.
 - (b) Step Two - If the unacceptable behavior continues, the employee's administrator will issue the employee a written warning. The written warning will include the nature of the unacceptable behavior and instruct the employee as to what corrective action is required. A copy of the written warning will be placed in the employee's personnel file. An employee on written warning will continue to work as scheduled, and his/her pay will not be affected except for unexcused absence. The length of warning will be such that correction of the unacceptable behavior can be demonstrated by the employee.
 - (c) Step Three - If the unacceptable behavior continues after the written warning, the administrator may, with the advice of his/her supervisor and the Director of Human Resources, place the employee on time off without pay.
 - (i) An employee placed on time off without pay will be relieved of all of his/her assigned duties. The length of time the employee is placed on time off without pay will be determined by the employee's administrator. Time off without pay of more than ten days' duration shall require the approval of the President or his/her designee.
 - (ii) The employee's administrator will document the time off without pay of an employee, the corrective action to be taken by the employee, and the length of the time off. The original will be issued to the employee; a copy of the documentation will be placed in the employee's personnel file.
 - (d) Documentation of disciplinary action will remain in the employee's personnel file for a minimum of two years. Following the two-year period, the employee and the employee's administrator may agree to have the documentation removed from the

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personnel file.

- (2) In the cases of suspected major offenses, as defined in Policy No. 3-32 (B), an employee may be placed on disciplinary leave in order to investigate charges made against that employee that could be better investigated with the employee away from the work environment. An employee on disciplinary leave may continue to receive pay for up to five days. In extreme circumstances, this time may be extended with the express approval of the President.
- (3) Before a decision to discharge an employee is made, the employee's administrator, the administrator's supervisor, the appropriate vice president, and the Director of Human Resources will meet with the employee. The purpose of this meeting is to inform the employee that his/her discharge is under consideration and to state the reasons such an action is being considered. This notification will be both oral and written. The employee will be provided an opportunity to present mitigating or explanatory facts. Unexcused failure to appear for such a meeting, scheduled during the employee's normal working hours, shall be interpreted as a waiver of this opportunity by the employee.

If requested, the employee may have up to 48 hours (two days) to provide a written response to the above meeting. Such response should be submitted to the appropriate vice president. In this response, the employee has the right to request another meeting of the above parties prior to a decision.
- (4) Following the meeting above, the employee's administrator, the administrator's supervisor, the appropriate vice president, and the Director of Human Resources shall decide whether to recommend to the President to discharge the employee or whether to take other appropriate action. They will notify the employee of the decision.
- (5) The employee will have the right to appeal a decision to discharge before a Disciplinary Review Committee prior to a final determination by the President.
 - (a) A Disciplinary Review Committee shall be selected in accordance with the procedures outlined in Procedure No. 3-31 (B) (8).
 - (b) The Disciplinary Review Committee shall have five working days to review the employee's appeal and make a final recommendation to the President.

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- (6) The final determination for discharge shall rest with the President.

- (7) If the President determines that separation is appropriate, then Procedures 3-30 (E) and 3-30 (F) will be followed.