

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

DISCIPLINARY ACTION

Effective April 22, 2013

Procedure No. 3-32 (C)

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- 1) The progressive disciplinary action process will generally take the form of verbal warning, written warning, suspension without pay, and termination. However, any of the progressive steps may be omitted depending on the nature of the behavior. In appropriate cases, the college reserves the right to move to immediate termination when warranted.
- 2) The disciplinary action process for faculty and staff represented by labor unions must be implemented in accordance with the terms of applicable collective bargaining agreements.
- 3) A verbal warning may be issued when it is necessary to warn the employee that the behavior is unacceptable. The warning must instruct the employee as to what corrective action is required.
- 4) A written warning may be issued when unacceptable behavior continues. The written warning must include the nature of the unacceptable behavior and instruct the employee as to what corrective action is required.
- 5) A suspension without pay may be issued by the Vice President of Human Resources when unacceptable behavior continues after written warning. An employee that is suspended 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 supervisor and the Vice President of Human Resources. The employee's supervisor will document the corrective action to be taken by the employee and continued infractions will serve as cause for further discipline.
- 6) In instances where suspension or involuntary termination of an employee is sought for disciplinary reasons, written notice will be issued to the employee by the Vice President of Human Resources. Written notice shall state the reasons for the proposed suspension or involuntary termination and advise the employee that he/she has the right to present mitigating or explanatory facts at a pre-disciplinary meeting or provide a written response.
- 7) Pre-disciplinary meeting attendees will include the employee, the employee's supervisor, the appropriate Human Resources Representative, the division Vice President, the Vice President of Human Resources or designee, and other necessary witnesses. The meeting shall be scheduled during the employee's normal working hours.

An employee's unexcused failure to appear for the meeting shall be interpreted as a waiver of the opportunity by the employee to present a response to the proposed discipline.

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- 8) At the conclusion of the pre-disciplinary meeting, the employee's supervisor, the appropriate division Vice President, and the Vice President of Human Resources shall meet and decide whether to issue a suspension, recommend to the President termination of the employee, or take other disciplinary action. The employee will receive written notice of the decision within 15 calendar days of the pre-disciplinary meeting, unless considerable investigation or a second meeting is deemed necessary.
- 9) The final determination for termination shall rest with the President.
- 10) If the President determines that separation is appropriate, then Procedures 3-30 (E) and 3-30 (F) will be followed.
- 11) Documentation of verbal warnings, written warnings, suspension without pay and termination will be placed in the employee's personnel file. 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 supervisor may agree to have the documentation removed from the personnel file.

New Procedure