

3354:1-43-03.1 Corrective action procedure.

- (A) This procedure applies to all full and part-time employees unless specifically excluded or limited by the explicit provisions of a collective bargaining agreement.
- (B) Should an employee's performance, work habits or behavior become unsatisfactory in the judgment of the College, based on a violation of accepted standards of conduct or College policies, procedures, rules or regulations, that employee will be subject to corrective action, up to and including dismissal. Unacceptable conduct includes, without limitation, incompetence, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, or failure of good behavior. Supervisors shall actively manage performance and take corrective steps when appropriate.
- (C) The College reserves the right to initiate corrective action at any of the following steps should an offense or performance issue be determined by the College to be sufficiently serious. Otherwise, the progressive corrective action approach utilized by the College will consist of the following steps:

- (1) Verbal Counseling

A verbal counseling is provided by the supervisor in a meeting in which the employee is informed of the specific issue and what is expected of him or her in the future. No formal records of the discussion will be maintained in the Office of Human Resources' personnel file, although supervisors are advised to keep their own records of such meetings in the event there is a repetition of the improper conduct.

- (2) Written Reprimand

The supervisor will issue a written reprimand and/or exception report. The written reprimand and/or exception report will become a part of the employee's personnel file. Supervisors must consult with the Office of Human Resources prior to the issuance of a written reprimand or exception report. If an employee is covered by one of the College's collective bargaining agreements, a copy of the written reprimand and/or exception report will be forwarded to the appropriate union official by the Office of Human Resources.

(3) Suspension/Probationary Status

An employee may be placed in probationary status or be suspended with or without pay for a specified number of days based upon documentation provided by the employee's supervisor. A pre-disciplinary due process meeting will be conducted by the Vice President of Human Resources or the Vice President's designee with the employee prior to the initiation of probationary status or suspension. All recommendations for probations and suspensions must be approved by the Vice President of Human Resources or the Vice President's designee prior to implementation. The employee will receive written notification of the probation or suspension. If the employee is a member of a collective bargaining unit, he or she will have the opportunity to have a union representative at any meeting with the employee regarding the suspension.

(4) Discharge

An employee may be discharged. A pre-disciplinary due process meeting will be conducted by the Vice President of Human Resources or the Vice President's designee with the employee prior to the issuance of a termination notice. All recommendations for discharge must be approved by the Vice President of Human Resources or the Vice President's designee prior to its implementation. The employee will receive written notification of the discharge. If the employee is part of a collective bargaining unit, he or she will have the opportunity to have a union representative at any meeting with the employee regarding the termination action.

- (D) The President or President's Designee shall take all steps necessary and appropriate for the effective implementation of this procedure.

Effective date: December 15, 2005

Procedure amplifies: 3354:1-43-03