



TITLE: Policy on Discipline
DATE ADOPTED: August 20, 2019
EFFECTIVE DATE: August 20, 2019
SUPERSEDES: New

PURPOSE: This policy sets forth the discipline policy of the College and is applicable to all College employees regardless of funding sources, including but not limited to, Federal, State, County, College-generated or any other source whatsoever.

A. Termination

Any and all employees may be subjected to immediate termination if the employee engages in any conduct that is considered a serious offense against the interests of the College and/or the public. Examples of conduct that will be considered a serious offense include, but are not limited to, those listed below. This list is neither inclusive or exhaustive and is included for illustrative purposes only. The College considers the following acts to be serious offenses against the interest of the College and the public, and any employee involved in such an act is subject to immediate termination. These acts are not all-inclusive. This list is meant to guide the College in the administration of discipline.

1. Theft of money or property of the College, students, employees or visitors.
2. Use of College property or equipment or equipment for private purposes without proper authorization.
3. Unauthorized disclosure of the personal information of College employees or students.
4. Deliberately making a false statement or false entry in any College record or document, including but not limited to, job applications, employee timecards, invoices, vouchers, ledgers, receipts, records or payments, checks, medical records, and incident reports.
5. Falsely recording working hours (own or other employees) for any reason not specifically authorized by a supervisor.
6. Violation of any provision of the College's policies on sexual or other unlawful harassment.
7. Acts of violence or fighting, or threats of violence.
8. Unauthorized possession, sale, use of drugs or alcoholic beverages on College property.



BOARD POLICY

No. 111

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9. Appearing at work while under the influence of alcohol or drugs or a violation of the College's drug and alcohol policy.
 10. Indecent behavior while on duty.
 11. Conviction of felony.
 12. Driving a College vehicle or operating other equipment without a valid license or having a suspended license.
 13. Unauthorized possession of firearms or dangerous weapons on College property.
 14. Sleeping while at work.
 15. Repeated violation of any combination of the offenses listed under section B (Progressive Discipline).

B. Progressive Discipline

The acts described below will subject employees to progressive discipline as follows:

- 1st offense – documented counseling
- 2nd offense – written warning
- 3rd offense – three-day suspension
- 4th offense – discharge

The acts include, but are not limited to:

1. Chronic lateness or absenteeism.
2. Failure to perform duties as assigned.
3. Negligence or carelessness, including negligent supervision, that might result in damage to equipment, property, or bodily injury, or morale.
4. Wasting time during work hours.
5. Poor performance.
6. Violation of safety rules and regulations.
7. Leaving job without permission of supervisor.
8. Insubordination.
9. Refusal to cooperate in an investigation by the College and/or its designee.
10. Violation of any provision of the Employee Code of Ethics, Campus Civility Policy, or Employee Code of Conduct and Professional Responsibilities.
11. If the College deems it appropriate, any of the items listed under section "A. Termination."



C. Standard Operating Procedures

The President of the College is authorized to issues rules, regulations, definitions and standard operating procedures regarding the administration and implementation of this policy.

President

Date:

Chairman

Date: