

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

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Policy Title: DISCIPLINARY ACTIONS

Policy Statement:

Garden City Community College's disciplinary actions policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. When personal conduct or performance violates college policy or fails to meet expectations, disciplinary action may be initiated. When it becomes necessary to initiate disciplinary action, the Director of Human Resources must be contacted for assistance in determining the appropriate action.

Procedures: GCCC reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action for all non-professional positions.

Each situation is unique and action to be taken is based on the degree of misconduct or the performance problem. This procedure pertains to matters of conduct, performance as well as the employee's competence. However, any employee who does not display satisfactory performance and accomplishment on the job may be dismissed, in certain cases, without resorting to the steps set forth in this policy.

In some instances, the supervisor may want to consider a Performance Improvement Plan (PIP). Human Resources must be included in the development of a Performance Improvement Plan (PIP). Outlined below are the steps to the progressive disciplinary actions policy and procedure. GCCC reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The decision to progress from one step of discipline to the next will depend upon the severity of the infraction, the relationship of the current infraction to past warnings and other variables. Insubordination or unacceptable behavior, which does not lead to immediate dismissal, may be dealt with in the following manner:

- Counseling and Verbal Warning
- Written warning

- Suspension without pay
- Dismissal

Counseling and Verbal warning-

Creates an opportunity for the immediate supervisor to bring attention to the existing performance, conduct or attendance issue. The supervisor and employee will meet to discuss the problem. The supervisor should discuss with the employee the nature of the problem or the violation of the college's policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem. The purpose of this conversation is to remind the employee of exactly what the rule or performance expectation is and also reminds them it is the employee's responsibility to meet that expectation. The supervisor will prepare written documentation of the verbal counseling. The employee will be asked to sign this document to demonstrate understanding of the issues and corrective action. The supervisor will document the meeting and that documentation will be placed in the employee's personnel file in the HR office.

Written warning –

Written warning involves more formal documentation of the performance, conduct or attendance issues and consequences. The supervisor and the HR Director will meet with the employee to review any additional incidents or information about performance, conduct or attendance as well as any prior relevant corrective action plans. The immediate supervisor will outline the consequences for the employee of continued failure to meet performance or conduct expectations. A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued. The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken. The employee will have the opportunity to defend their actions and rebut the opinion of the supervisor at the time of the warning is issued. If the supervisor believes the warning is still warranted, a written reprimand will be presented to the employee and the employee asked to sign and date the warning. The signature does not indicate agreement with the reprimand, only that the employee received a copy. A copy of the signed reprimand will be included in the employee's personnel file.

The President is the only person authorized to take action more severe than a written warning. To initiate a suspension or dismissal of an employee, a supervisor must make a written recommendation through supervisory levels to the Director of Human Resources. The justification for such action will be thoroughly documented and reviewed in accordance with applicable regulations and policy. The Director of Human Resources will facilitate presentation of the request to the President.

Contacts: Director of Human Resources

Approved Date: 2/12/2020

Policy History: 10/29/13

Keywords: discipline, warning, performance

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