

Policy Title : Draft Employee Misconduct Policy

Date Created: 2.5.09

Review Date:

Policy Number: HR-4

Body of Origin: HR Committee

Review Authority: HR Committee, Faculty, Council

Purpose: To maintain discipline and a work environment where reasonable rules, and standards of conduct and performance are clearly communicated and consistently and equitably enforced.

Policy Details:

An employee can be disciplined for violation of school policies and procedures (both formal and informal), schoolwork rules and state statutes. The primary purpose of discipline is to correct deficiency, neglect or inappropriate behaviors or actions. Violations of rules may result in any of the following forms of discipline being applied:

- Verbal feedback
- Written performance plan
- Suspension without pay
- Discharge from employment

A process of progressive disciplinary actions will normally be followed. Any recommendations to suspend or discharge an employee shall be made to the board, preferably in writing. The employee shall be given notice of the reason for the proposed disciplinary action and time to present a defense to the allegations. Any decision to discipline must be approved by a committee of three people: Council chair, board president, or other board member if the president is not available and a non-paid member of the HR committee.

Related Policies and References: This policy applies to misconduct and not to faculty performance issues, which are covered in a separate policy.

Links to Procedures: Conflict Resolution Policy and Procedure (Faculty-3a)