

Progressive Discipline

Purpose

To provide supervisors/managers with a consistent and fair process for handling disciplinary matters and to help employees correct any issue to become successful and productive.

Scope

This policy applies to all employees (Faculty, Athletic Staff, Classified Staff and Administrators). This policy is not intended to conflict with any provisions outlined in the Faculty Negotiated Agreement.

Policy

Independence Community College (ICC) will engage in progressive discipline to address situations where an employee demonstrates unacceptable conduct and/or performance. The purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for improvement in future performance.

Although employment is based on mutual consent, both the employee and ICC have the right to end employment at will, with or without cause or advance notice.

Progressive discipline is not applicable in every instance where discipline action is warranted. If an employee's violation of work expectations or policies involves gross misconduct, the employee may not be eligible for progressive discipline and instead will be subject to more serious discipline action, up to and including immediate termination of employment.

The progression of disciplinary steps which will be followed may vary at the sole discretion of ICC and will not necessarily be limited to those actions listed in this policy.

To maintain consistency within departments, supervisors are required to contact their Department Vice President to review the employee's issues and/or incidents prior to issuing any disciplinary action.

The progression of steps of discipline may include any or all of the following:

- 1) Counseling and Verbal Coaching - Counseling and a verbal coaching are discussions by the supervisor with the employee regarding their performance and/or behavior.

The supervisor is expected to clearly describe the expectations and steps the employee must take to resolve or improve the performance. The discussion should be documented and sent to Human Resources (HR) to be placed in the employee's personnel file.

- 2) Written Warning - A written warning involves formal documentation of the behavior.

The supervisor is expected to meet with the employee to review any additional incidents regarding performance and/or conduct as well as any prior relevant discussions regarding corrective action. The supervisor will outline the consequences for the employee if there is continued failure to meet the performance or conduct expectations. A detailed review of the discussion and expectations should be documented in writing, providing the date of the discussion and signatures from both the supervisor and employee. This documentation should be sent to Human Resources (HR) to be placed in the employee's personnel file.

Final Written Warning - A final written warning will be issued if the Department Vice President and supervisor have determined that the poor performance and/or employee's behavior has not improved.

The Department Vice President is required to notify the Vice President of Human Resources prior to issuing any further disciplinary action.

The Department Vice President and supervisor are expected to meet with the employee to review any additional incidents regarding poor job performance and/or conduct as well as any prior relevant discussions regarding corrective action. The Department Vice President and the supervisor will outline the consequences for the employee if there is continued failure to meet the performance or conduct expectations. A detailed review of the discussion and expectations should be documented in writing, providing the date of the discussion and signatures from the Department Vice President, the supervisor and employee. This documentation should be sent to Human Resources (HR) to be placed in the employee's personnel file.

- 3) Termination of Employment - The last and most serious step in the progressive discipline process is a recommendation to terminate employment.

The Department's Vice President and supervisor's recommendation to terminate employment must be approved by Human Resources before the termination action is initiated.

ICC will attempt to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning prior to proceeding to a recommendation to terminate employment. However, ICC reserves the right to combine and skip steps depending on the circumstances of each situation. There may be circumstances when

one or more steps are repeated or skipped, or an employee may be placed on administrative leave pending an investigation.

Appeals

Faculty may appeal a written reprimand by following the Appeal procedure outlined in the Negotiated Agreement. **Insert page number**

Athletic Staff, Classified Staff and Administrators may appeal a written reprimand to the Vice President of Human Resources or President within five (5) working days of its issuance

- Five (5) working days will be counted as the employee's normal work schedule.
- An appeal must be submitted in writing and should include a detailed reasoning of why the disciplinary action should not be issued to the employee
- An employee within their initial probationary period may not file an appeal; a suspension and/or involuntary demotion or termination.

An appeal of disciplinary action will not stop the action or change the effective date of the action. Any adjustment to the issued reprimand will occur after the effective date of the written reprimand. The final disciplinary decision made by the Vice President of Human Resources or President represents the College's final action and is not subject to further review or subject to a grievance within the College.

Exclusions or Special Circumstances

Faculty, Athletic Staff, Classified Staff and Administrators who are appointed to a temporary position and/or are within their probationary period are exempt from the provisions of this policy. Temporary appointments may end at any time without recourse.

Resignation in lieu of termination may preclude eligibility for rehire as determined by the Vice President of Human Resources or President.