PROGRESSIVE DISCIPLINE POLICY

A. OBJECTIVE

The purpose of this Progressive Discipline Policy is to establish clear and consistent guidelines for addressing employee performance or misconduct issues. This policy is designed to ensure fairness and transparency while providing employees with an opportunity to address or improve unacceptable job performance or misconduct before more severe actions are taken.

B. POLICY

This policy applies to all employees. The steps in the progressive discipline process are designed to address and correct issues in a structured manner. Progressive discipline shall be utilized for addressing or improving unacceptable job performance or employee misconduct issues; however, the college reserves the right to vary from the progressive discipline process when warranted by documented circumstances.

These variances from the progressive discipline philosophy may be due to mitigating, extenuating, or aggravating circumstances that may indicate a lesser or greater level of discipline. Factors that may be considered when varying from the progressive discipline process are whether the offense is repeated, the nature and severity of the issue, the employee's work record or prior disciplinary record, and the impact the performance or conduct may have on the college.

Utilization of this procedure by management to manage the work environment provides management and employees guidelines on expectations. If the employee encounters a problem with compliance with these standards, they should immediately notify management. However, nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between the college and its employees.

C. CONDUCT NOT SUBJECT TO PROGRESSIVE DISCIPLINE

Progressive discipline actions are not applicable in every instance where disciplinary action is warranted. If an employee's violation of College work rules or policies involves gross misconduct, violation of law, dishonesty and/or theft, substance abuse, intoxication, workplace violence, significant risks to the college's operations or the safety and well-being of one-self, the employee may not be eligible for progressive discipline and instead will be subject to more serious disciplinary action including immediate termination. Actions requiring more serious disciplinary action (and not the progressive discipline actions) may vary at the sole discretion of the College and will not be limited to those actions listed in this policy. When an employee defends themselves against a physical attack, it is not considered workplace violence.

D. STEPS OF PROGRESSIVE DISCIPLINE

1. **Counseling and Verbal Warning**
    - **Purpose:** To inform the employee of a minor issue and discuss solutions.
    - **Procedure:**
        - Supervisor meets with the employee.
        - Specific concerns are outlined and expectations for improvement are communicated to the employee.
        - No formal documentation is placed in the employee's personnel file, but a note is kept for reference and the employee is asked to sign attesting to his or her receipt and understanding of the corrective action outlined in the document.
2. **Written Warning**
    - **Purpose:** To formally document repeated or more serious behaviors or misconduct.
    - **Procedure:**
        - Supervisor schedules a meeting with the employee to discuss the issue.
        - A written warning form is completed and signed by the supervisor. The employee is asked to sign the written warning attesting to his or her receipt and understanding of the corrective action outlined in the document.
        - A copy is provided to the employee, and the original is placed in the personnel file.
3. **Final Written Warning and Possible Suspension With or Without Pay**
    - **Purpose:** To emphasize the gravity of the issue and outline potential consequences.
    - **Procedure:**
        - Supervisor documents and signs the ongoing or severe issues in a final written warning form and possible suspension, and the employee is asked to sign the final written warning and possible suspension attesting to his or her receipt and understanding of the corrective action outlined in the document.
        - A copy is given to the employee, and the original is filed.
4. **Termination**
    - **Purpose:** To end employment when previous steps fail to resolve the issue or if the violation is severe.
    - **Procedure:**
        - Supervisor consults with HR to review the facts and circumstances of the case.
        - A termination meeting is scheduled, and the employee is informed of the decision.
        - Final documentation is placed in the personnel file.

Acknowledgment:

I confirm that I have received and understand the company's Progressive Discipline Policy.

Employee Signature: _____ Date**:** _____

Policy History:

November 2, 2026
May 5, 2025
September 8, 2014
August 20, 2014
July 30, 2012
March 28, 2011
January 1, 2011
November 17, 2003

PROCEDURE: 464-1

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Progressive Discipline Policy Form

Employee Name: _____ **Job Title**: _____

Department: _____ **Supervisor:** _____

Level of Progressive Discipline:

_____**Verbal Warning** _____**First Warning** _____**Final Warning**

Reason for warning (unsatisfactory performance or misconduct):

_____

_____

_____

Prior discussion or warnings on this subject (verbal/written, dates):

_____

_____

_____

Corrective action required:

_____

_____

_____

_____

_____

Verbal warnings are not placed in your personnel file. First and final written warnings are placed in your personnel file.

It is expected that the condition(s) noted above will be corrected immediately. In the event this condition is not corrected, or another offense occurs, you may be subject to further disciplinary action up to and including termination.

Signatures:

Employee: _____ **Date**: _____

Supervisor: _____ **Date**: _____