

BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES

PERSONNEL POLICIES

800 PERSONAL CONDUCT

812 DISCIPLINARY ACTIONS POLICY

The College has established regulations and procedures concerning employee conduct which are deemed necessary to insure the orderly and efficient operation of college business. The President shall assure that all disciplinary actions are administered in a fair and consistent manner.

PROCEDURE:

The College may impose any of the following types of actions IN ANY ORDER to fairly respond to employee misconduct. The College may take a disciplinary action that is not outlined below.

Before taking disciplinary action against an employee, the designated administrator should conduct a thorough investigation into the alleged offense. The investigation will allow the employee to respond to any charges made.

812.1 Oral Reprimand

- a. The designated administrator will discuss the offense with the employee.
- b. The employee will be informed of what action may be taken if misconduct continues.
- c. The designated administrator will send a memo regarding the oral warning to the President.

812.2 Written Reprimand

- a. The designated administrator will discuss the offense with the employee.
- b. The employee will be told what action may be taken if another violation occurs.
- c. A reprimand memo stating the offense and potential action will be prepared by the designated administrator. The designated administrator will review the reprimand memo with the employee. The employee will receive the original copy; a copy will be placed in his/her personnel file;

and another copy forwarded to the President. Signatures of the designated administrator and the employee must appear on all copies.

- d. The employee will have the opportunity to reply in writing to this memo.

812.3 Suspension

- a. The designated administrator will discuss the offense with the employee.
- b. A record of the meeting stating the offense and length of suspension will be prepared by the designated administrator. The designated administrator will review the suspension memo with the employee. The employee will receive the original; a copy will be placed in his/her personnel file; and another copy will be forwarded to the president.
- c. The employee will be suspended for a specified period.
- d. The employee may be suspended with or without pay.

812.4 Discharge

- a. The designated administrator will discuss the offense with the employee.
- b. A record of the meeting stating the offense and the action taken will be prepared by the designated administrator. The designated administrator will review the discharge memo with the employee. The employee will receive the original; a copy placed in his/her personnel file, and another copy will be forwarded to the President.
- c. The employee will be terminated with notification from the designated administrator with termination effective immediately.
- d. Any severance pay or special conditions will be spelled out in a memo with a copy going to the Business Office.
- e. Personal effects are to be removed on or before the last day of employment.
- f. The Director of Human Resources will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employee data will be released without authorization and release signed by the individual who is subject of the inquiry.