

E-3e(1) PROCEDURE Discipline

The purpose of a discipline procedure is to provide a means of correction for on-the-job or work-related behavior problems. The discipline procedure shall apply to all employees, except employees on a probationary period following hiring or change of employee classification. The discipline procedure shall consist of three levels: Level 1 - Oral Warning, Level 2 - Written Warning, and Level 3 - Suspension and/or Recommendation for Termination.

Certain standards of performance and conduct must be maintained in any work group. Generally these standards are recognized and observed by individual members of the work group without any need for action by the supervisor. When an employee does not observe these standards, counseling by a supervisor normally results in the employee doing so in the future. In the event an employee does not respond to counseling, more formal discipline may be necessary.

Level 1 - Oral Warning

An oral warning is a verbal discussion between the employee and the immediate supervisor regarding the reason for discipline. The supervisor shall make it clear to the employee that the discussion is a Level 1 oral warning.

Administrative Guidelines for Level 1: A written record of the date and content of such discussion should be maintained. The employee should be made aware that a note of the meeting is being made for the immediate supervisor's file.

The oral warning should identify the condition(s) of any behavior problem(s) and include any expected improvement in the employee's performance, and any assistance the supervisor plans to give the employee in correcting the problem(s).

This partial list is representative but not all-inclusive of conditions or behavior problems that could result in an oral warning for the first occurrence, a written warning for a second occurrence, and may lead to suspension and/or a recommendation for termination for a third occurrence.

- Tardiness
- Unauthorized absence from job or work area
- Foul and abusive language
- Inefficiency, incompetence, or negligence
- Failure to abide by departmental policies and rules when they are consistent with College policy

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