

E-3e(2) PROCEDURE Discipline

Level 2 - Written Warning

For certain conditions or behavior problems, a written warning may be warranted without a record of prior offenses.

When a written warning is called for, it should be preceded by an interview similar to the oral reprimand, differing only in that the employee is told at the conclusion of the interview that a written warning is to be issued, and that it is to be placed in the employee's Personnel File.

Administrative Guidelines for Level 2: The interview should address the condition(s) or behavior problem(s).

The written warning should include a statement of the reason for the discipline and the consequences of continued infraction, any commitment on the employee's part to correct their behavior, and any follow-up actions to be taken. The employee should acknowledge receipt of the warning by signature. The signature does not imply agreement.

This partial list is representative but not all-inclusive of conditions or behavior problems that could result in a written warning with immediate suspension for a second occurrence and which may lead to a recommendation for termination for a third occurrence.

- Gambling on premises
- Careless use of College property
- Two days' absence without notification
- Insubordination
- Carelessness in carrying out assigned duties

Intensive Assistance

As an alternative to Level 2 disciplinary procedures, or in addition thereto, an employee may be placed on intensive assistance. Intensive assistance is a measure designed to notify an employee of deficiencies in performance and to develop a plan of action to improve those identified deficiencies. The primary basis for determining the need for intensive assistance shall be the College evaluation program; however, other related and pertinent data may be used. Intensive assistance should be used in those