

E-3e(3) PROCEDURE Discipline

instances where the administration determines in its discretion that it will serve a useful purpose in helping an employee to overcome performance deficiencies. It is not necessary, however, for an employee to be placed on intensive assistance as a prerequisite to discharge or other disciplinary action.

In the event that the administration of the College determines that an employee's overall performance is below College standards, the employee may be placed on intensive assistance. The length of the initial intensive assistance program shall be determined by the administration and shall not be for a duration of more than one year. Unless significant and satisfactory improvement is made during the period of time that the employee is on intensive assistance, termination shall be recommended.

In the event that the administration determines that the employee has made improvement, but has not yet performed in a manner as to be removed from intensive assistance, the administration may extend such intensive assistance period for a time not to exceed one additional year; at the end of which time the employee shall either be removed from intensive assistance or be terminated.

As soon as a problem or potential problem is identified, the immediate supervisor or administrator will document the problem. It is imperative to identify the specific problem(s). All pertinent data should be in writing, dated and signed, if appropriate.

The Administrative Representative shall be made aware of the situation and shall monitor it closely, even though the Administrative Representative may not be directly involved in all conferences or counseling sessions.

The Administrative Representative must be notified of the problem or potential problem as early as possible.

Employees to be placed on intensive assistance shall receive written notice outlining the specific performance problem(s) and the intended intensive assistance action.

The employee shall receive a written performance analysis outlining the necessary changes and improvements in performance that need to occur during the period of intensive assistance.

Adopted Date: 07/01/2001