

E-3e(4) PROCEDURE Discipline

During the period of intensive assistance, a series of counseling sessions or other appropriate activities designed to bring about the desired performance shall be undertaken by the employee and the appropriate supervisor.

During the period of time an employee is on intensive assistance, the amount of salary increase, if any, shall be at the discretion of the College.

Level 3 - Immediate Suspension and/or Recommendation for Termination

For minor infractions or behavior problems, suspension is appropriate only after oral and written warnings have been issued. For major infractions or behavior problems, suspension and/or recommendation for termination is warranted without a record of prior offenses.

All action taken under this level will be cleared through the Administrative Representative for final determination.

Administrative Guidelines for Level 3: An employee is suspended with pay, or without pay.

Suspension can range from the rest of the day to a few weeks, but rarely exceeds thirty (30) days.

Suspension is used instead of a recommendation for termination when the administration feels that the employee is sincere and capable of correcting his/her behavior. A written notice of suspension and/or recommendation for termination should be prepared and presented to the employee. The employee should acknowledge receipt of the notice by signature. The signature does not imply agreement.

If circumstances warrant that the employee must be suspended on the spot, the written notice will be sent later.

A suspension can lead to a recommendation for termination, but need not precede a recommendation for termination.

Adopted Date: 07/01/2001