


# PROCEDURE MANUAL

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		Last Revision Date: 11/24/2014	
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Section		Subject	Title Discipline Process

## PURPOSE

*Delta Community College adheres to the LCTCS policy on Discipline – For All Employees (policy # 6.014):*

### 1. Guidelines

Where problems with employee behavior or performance arise, a supervisor will seek to correct the problem. Discipline is a means to correct substandard employee behavior and performance. The system is dependent upon the employee’s recognition of his/her need to accept and conform to LCTCS standards of performance and conduct.

**It is recognized that the employee-employer relationship is not the same for all employees. The employee-employer relationship for classified employees is governed by Civil Service Rules. The employee-employer relationship for unclassified employees, non-tenured faculty and tenured faculty are defined by the LCTCS employment relationship policy.**

Regardless of the disciplinary approach, LCTCS philosophy is to assure that all employees are treated fairly and equitably without regard to race, color, religion, sex, national origin, age, handicap or veteran status.

Employees have the right to know what is expected of them. It is important that all employees be notified of their duties and responsibilities in order to be aware of job expectations.

LCTCS maintains an informal and open access to management and encourages the use of this avenue, as appropriate. The type of discipline imposed should reflect the seriousness of the problem. Some offenses are so serious as to justify discharge or suspension on the first offense (e.g., theft, fraud, serious negligence, etc.) For those offenses that do not justify serious discipline on the first offense, progressive discipline is applied. Types of discipline may include reprimand, denial of merit increase, demotion, suspension with or without pay, termination, or other appropriate action. Suspension is intended to be limited to a reasonable time necessary to investigate the problem and confer with appropriate individuals concerning the disciplinary decision. Suspension requires notification to the

Chancellor.

## 2. Procedures

Informal. Informal corrective procedures occur when a supervisor shares information with an employee regarding a deviation from standard operating procedures. This action should be taken to achieve efficient day-to-day operation of the department.

Since this information is usually conveyed in an informal manner during the course of conversation, a supervisor should document the meeting and include it in his/her personal file on the employee.

Formal. Formal corrective procedures should be instituted when it becomes clear that an employee is not adhering to the College's standards of conduct and informal procedures have been unsuccessful. Although this policy manual will endeavor to outline many employee standards, situations may occur that are not outlined and should be dealt with on an individual basis. Corrective procedures should generally begin with Step 1: however, in more serious cases, all or part of these steps may be superseded. The Director of Human Resources should be consulted. If the employee continues to exhibit unsatisfactory work qualities or behavior, the following steps should be taken:

- Step 1: Verbal Counseling** - Verbal notification by supervisor in an informal counseling session.
- Step 2: Written Counseling** - Written notification by supervisor issued to the employee in a formal counseling session. The supervisor states dates for continued progress reviews or take appropriate action.
- Step 3: Follow-up or Final Written Counseling** - A discussion of specific disciplinary action applied, up to and including termination, with written confirmation of the discussion issued to the employee by the supervisor.

Progressive discipline steps are generally sequential; however, more than one of the above mentioned progressive discipline steps may be taken simultaneously, dependent upon the nature of the infraction. Nothing contained herein shall prevent the college from taking immediate disciplinary action where circumstances warrant such action.

The employee shall be given the opportunity to explain the circumstances surrounding the incident(s), and to present the reasons he/she feels that any proposed disciplinary action should not be taken, in order that the employee is afforded due process.

Supervisors must contact the Office of Human Resources prior to taking termination action. The College's policy regarding the employment relationship is applicable in the event of termination. The Office of Human Resources must be provided notice of all proposed termination actions. Delta recognizes the necessity and desirability of providing employees a method and forum in which to resolve, in an orderly fashion, problems in the work place. However, by adoption of this policy, it is not the intention of Delta to

confer upon the College's employees any additional rights of substantive or procedural due process not mandated by law.

As a symbol of administrative authority, a supervisor has a vital role in effectively implementing the standards of conduct for the College. A supervisor should employ tact and diplomacy in all situations involving employees.