

Saint Joseph's College

Policy Guidebook

Human Resources

Section Name: Complaint Resolution

Section Number: 12.02

Effective Date: 11/10/2023

SUBJECT: Disciplinary Action

Purpose:

Saint Joseph's College is committed to treating all employees fairly, and to administering policies, procedures, and rules consistently. When an employee's performance is unsatisfactory, or when an employee violates College policy, appropriate disciplinary action may be taken.

Applicable to:

All employees.

Policy:

The College's discipline process short of termination of employment focuses on correcting employee performance. Supervisors are expected to work with employees to:

- ensure that the employee understands the standards and expectations for good performance;
- provide the employee with the opportunity to correct work performance which does not meet the standards of the position;
- address workplace misconduct or policy violations;
- document performance issues and maintain records of actions taken to address performance problems.

The implementation of this policy and procedure should not be construed as preventing, limiting, or delaying the College from taking appropriate disciplinary action against an employee at any point in the procedure, including termination without prior warning, where the College, in its sole discretion, finds such action appropriate.

Types of Disciplinary Action and Corresponding Procedure:

Whenever disciplinary action is warranted, an employee's supervisor, in partnership with Human Resources, may begin disciplinary action using any of the types of discipline listed below, depending on the nature and seriousness of the conduct, the employee's past performance record, the impact on the employee's team and the

College, and any mitigating or aggravating circumstances. Supervisors are required to contact and **inform Human Resources first prior to issuing disciplinary action.**

In general, disciplinary action may include any or all of the following measures:

1. *Employee counseling or oral warning.* The employee is counseled by the supervisor about the employee's performance or conduct following a *minor offense* in an effort to eliminate possible misunderstandings, improve job performance, or to explain what constitutes proper conduct.
2. *Written warning.* The employee receives a written notice of discipline following continued poor job performance or repeated minor offenses. The purpose of a written warning is to make certain that the employee is fully aware of the level of the misconduct the employee has committed, or for those areas of performance that must be improved. The written warning should also inform the employee of what is expected, thereby enabling the employee to correct performance problems or avoid a recurrence of the incident.
3. *Final written warning.* A final warning indicates the seriousness of the infraction and is intended to alert the employee that the next step is termination. The employee receives final written notice if sufficient progress in job performance has not occurred after prior counseling or written reprimands following repeated minor offenses, or certain levels of misconduct. A *First and final written warning* may be issued if the supervisor in consultation with Human Resources believes that an offense in the first instance is serious enough to warrant a final written warning.
4. *Suspension.* If investigation is necessary at any stage during a disciplinary process, an employee may be placed on leave with or without pay pending the results of an investigation.
5. *Termination.* Termination of employment is the most serious consequence the College can impose upon an employee.

You may be subject to disciplinary action, up to and including termination of employment, if the College determines in its sole discretion that your conduct, whether on- or off-duty makes you unsuitable for your position, interferes with your job performance, or presents a conflict of interest with the College's mission and educational interests, unless such conduct is otherwise protected by applicable law.

The nature of the conduct and the particular circumstances determine whether any or all of these measures are implemented. The purpose of disciplinary measures short of termination of employment is corrective, to encourage you to improve your conduct. However, this policy does not create or constitute any contractual rights, promises, or binding obligations of any kind with respect to the terms and conditions of your employment.