

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

DISCIPLINARY ACTION

Effective March 28, 2013

Policy No. 3-32

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- (A) The college subscribes to the principle of performance improvement that is typically progressive in nature when performance is deficient. It is important for supervisors to manage performance and to take steps to support individuals improving their performance when appropriate. Disciplinary action will generally take the form of verbal warning, written warning, suspension without pay, and termination. However, any of the progressive steps may be omitted depending on the nature of the behavior. In appropriate cases, the college reserves the right to move to immediate termination when warranted.
- (B) The disciplinary action process for faculty and staff represented by labor unions must be implemented in accordance with the terms of applicable collective bargaining agreements.
- (C) The disciplinary action process may be initiated for, but not limited to, the following reasons: incompetence, failure to perform, neglect of duty, inefficiency, dishonesty, use of or being under the influence of alcohol or illegal drugs at work or inappropriate use of prescription drugs, immoral conduct, insubordination, discourteous treatment of the public, failure to return from a leave of absence, other failure of good behavior, misfeasance in office, malfeasance in office, nonfeasance in office, other unsatisfactory job performance, conviction of a felony and/or a violation of the college's workplace violence policy. This is not an exhaustive list.
- (D) Behaviors upon which immediate termination may be based include, but are not limited to, the following:
 - (1) Illegally bringing or bearing firearms or other lethal weapons on campus
 - (2) Misuse or misappropriation of college equipment, materials, funds, or other resources
 - (3) Insubordination
 - (4) Falsification of college records
 - (5) Conviction of any violent offense covered by division (D) of Section 3345.23 of the Ohio Revised Code which automatically effects discharge from the college, except as provided in division (E) of that section
 - (6) The unlawful possession or use of illicit drugs, a controlled substance, and/or alcohol

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on college property

- (7) The unlawful distribution of illicit drugs or a controlled substance
 - (8) Violation of the college's policies on discrimination, harassment, sexual harassment, or sexual misconduct
 - (9) Failure to call or report to work for three consecutive, assigned working days (no call-no show)
 - (10) Theft
 - (11) Threat of physical harm to a College employee or student
 - (12) A violation of the college's workplace violence policy
- (E) Administrators, managers and staff may be reprimanded, demoted, or terminated for violation of college rules, policies, and/or any misconduct listed in the foregoing paragraphs (C) or (D).
- (F) Full-Time Administrative and Professional employees (as defined in Procedure 3-01(F)) serve at the discretion of the President. Certain infractions may necessitate the termination of an administrative or professional employee without going through the progressive disciplinary action process and without advance notice. Such infractions may include violations of college rules, policy and/or the law.
- (G) Temporary Employees and Part-Time Staff (as defined in Procedure 3-01(F)) serve at the discretion of the President. Such employees may be terminated without going through the progressive disciplinary action process and without advance notice. Certain infractions by such staff may necessitate the termination of a temporary employee or part-time employee without advance notice. Such infractions may include violations of college rules, policy and/or the law.
- (H) Full-Time Staff (as defined in Procedure 3-01(F)) may be terminated for certain infractions without going through the progressive disciplinary action process. Such infractions may include violations of college policy and/or the law.

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- (I) The college may place an administrator, professional, manager or staff member on administrative leave with pay at its discretion. Such leave is to be used in circumstances when the health or safety of any employee or of any person or property entrusted to the employer's care could be adversely affected, or during an administrative investigation as determined by the Office of Human Resources. Compensation for administrative leave will be equal to the administrator, professional, manager or staff member's base rate of pay. The length of such leave is solely at the discretion of the college. The college may place an administrator, manager or staff member on unpaid administrative leave. The Vice President of Human Resources and the division vice president must approve placing a staff member on administrative leave.

- (J) The President shall adopt procedures for the disciplinary action and involuntary termination processes.

New Policy (Approved by the Board of Trustees 3-28-13)

clh