

**BROOKDALE COMMUNITY COLLEGE****COLLEGE REGULATION****3.9009R****I. Title of Regulation**

Progressive Discipline

**II. Objective of Regulation**

To provide guidelines for supervisors in the application of disciplinary measures when there is an infraction of College regulations, ethics or standards of conduct.

**III. Authority**

Board of Trustees

**IV. Regulation Statement**

All employees of the College are required to comply with appropriate standards of workplace behavior.

When a supervisor becomes aware that there is an infraction which may lead to disciplinary action, the supervisor is obliged to take corrective action. The following is the sequence of actions that make up "progressive discipline."

The supervisor will immediately inform the employee of the infraction. Judgment must be used to determine how serious the problem is. Some may be handled within the department or the division, while other more serious offenses must be immediately reported to the Police Department, Human Resources or both. If there is doubt, Human Resources should be contacted.

Upon informing the employee of the infraction, the supervisor will solicit a reason or a response from the employee explaining his or her behavior. This meeting should be documented with notes of the important points of the conversation being taken. If the infraction is not of a serious nature or part of a long term pattern of problems, oral counseling may be given the employee with the advisement of corrective action...what is expected in the future. An email or memo to the employee, confirming the conversation will follow the in-person meeting.

If the infraction is of a more serious nature or if the oral counseling did not resolve the problem, a supervisor may issue a "written reprimand." The written reprimand is given to the employee and a copy is sent to Human Resources for inclusion in the employee's personnel file. As this is a more serious disciplinary action, the representing association (if applicable) may have contract language concerning the written reprimand (sometimes referred to as a "warning letter") and the conditions of retention in the personnel file.

The third level of progressive discipline is "suspension." If the first and second steps are taken and have not elicited a corrective response or if the nature of the infraction is very

serious, suspension is justified. Suspension for a period of time without pay requires consultation with the Dean of Human Resources (or designated HR staff) for coordination with the appropriate Association, Payroll Office, legal, and senior management to assure all are aware of the action. The period of time of suspension will depend on the nature and seriousness of the problem and will be determined during the consultation process. In the case of suspected fraud and/or criminal behavior, the documentation will be provided to General Counsel for review and recommendation prior to disciplinary action.

The final step in the progressive discipline process is "discharge." If the steps outlined do not correct the problem, or if the nature of the infraction warrants it, the employee will be terminated. Each situation will be handled individually and with the involvement of Human Resources and Counsel to insure all appropriate steps in the remediation process have been taken prior to discharge.

NOTE: If a serious incident occurs that warrants immediate and decisive action, the final step of discharge may be undertaken without the progressive steps having been taken. This action would be taken (but not restricted to) cases of violence, fraud, theft, violation of drug or alcohol regulations, following consultation with the President and Counsel, and with notification by the President to the Board Chair.

#### **V. Responsibility for Implementation**

College Officers

Approved: 5/98

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