

450-01 DISCIPLINARY ACTION—PROCEDURE

1. PURPOSE

An employee may be disciplined for any conduct that, in the judgment of the College is inappropriate. The following list shows examples of grounds for disciplinary action up to and including termination. This is illustrative only and is not meant to be all-inclusive. The College reserves the right to change, add to or subtract from this list at its discretion.

1. Fraud in securing employment/appointment
2. Incompetency/ unsatisfactory performance or documented incompetence in classroom instruction, inefficiency, neglect of duty
3. Insubordination/willful disobedience
4. Dishonesty
5. Intoxicated while on duty
6. Absence without leave or unsatisfactory attendance
7. Conviction of a felony or misdemeanor or behavior which adversely reflects on the College or affects the employee's suitability for continued employment
8. Loss of required qualifications, license or certification
9. Falsification of any public document, including the employment application
10. Illegal discrimination, including sexual or other prohibited harassment, as provided by these rules and by law
11. Habits or conduct which risk the safety or health of persons in the working environment or risk damage to property
12. Violation of any portion of the CCC Policy and Procedure Manual

NOTE: There are other common sense rules in the workplace. In general, the College may terminate an employee for acts inconsistent with the relationship of employer and employee or incompatibility with the due and faithful performance of the employee's duties.

2. PROCEDURE

1. Supervisors should practice progressive discipline where appropriate, moving from milder to serious forms of discipline. The progression is not a chain of separate or discrete steps and may overlap based on individual cases. Such action should be appropriate to the seriousness of the infraction or performance deficiency. The following are the various suggested forms of discipline:
 - a. Verbal Counseling
 - b. Written Warnings
 - c. Written Reprimands
 - d. Disciplinary Suspension
 - e. Demotion
 - f. Dismissal
2. Administrative Leave

An employee may be placed on Administrative Leave to allow for an investigation of an infraction of College policies and procedures. Administrative leaves shall not

exceed thirty (30) workdays unless extended by the President. This action is not punitive and does not imply guilt or innocence. The employee's pay and benefits continue during administrative leave.

3. Pre-Disciplinary Hearing Conference Procedure

- a. A full-time classified employee or a full-time faculty member who has completed his/her initial probationary period is entitled to a pre-disciplinary conference prior to a final decision on dismissal, disciplinary suspension, or involuntary demotion.
- b. The pre-disciplinary conference provides the employee the opportunity to know what disciplinary action is being considered and the basis for that action. It also provides the employee an opportunity to share information which may impact the decision by explaining his/her side of the story or revealing mitigating circumstances.
- c. An Administrative/Professional employee is not entitled to a pre-disciplinary conference. Employees in this category are "at will" and may be dismissed at any time, without cause, without notice, and without a statement of reasons, or access to the appeal procedures.

4. Operational Procedures

Refer to the Procedural Guidelines for more detail.

3. BACKGROUND

1. References: Procedural Guidelines
2. Legal review: 03/23/2009
3. Revision history: 05/1998, 10/19/2004, 04/08/2009, 02/24/2011
4. Sponsored by: Human Resources

Adopted by College Council: 04/08/2009

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