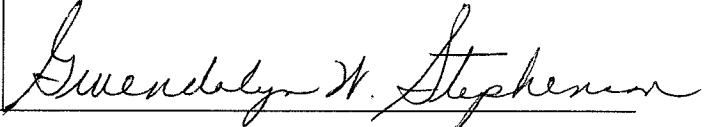


ADMINISTRATIVE RULES

Title: DISCIPLINARY ACTION	Identification: 6HX-10-3.08
	Page: 1 of 1
	Effective Date: 6/15/05
Authority: SBE 6A-14.0261 FS 1001.64; 1001.65	Signature/Approval: 

PURPOSE

This administrative rule establishes College policy concerning disciplinary action for personnel.

RULE

Disciplinary or corrective action for unsatisfactory job performance or misconduct is generally imposed on a progressive basis and in consultation with the Human Resources Department. Depending on the severity, disciplinary or corrective action may include a counseling memo, written warning, suspension or termination. However, steps may be omitted or repeated depending on the severity and/or nature of the performance or misconduct exhibited. Progressive discipline may not be imposed in situations involving serious misconduct where suspension or termination is appropriate.

All personnel, except those in new-hire probationary status, are entitled to due process as prescribed by law prior to suspension or dismissal, except where the nature of the performance or misconduct warrants the immediate removal of an individual on a temporary basis as in the best interest of the College. In such cases, a due process hearing will be provided and the individual removed will not forfeit any right, privilege or entitlement during the period of removal except his/her presence on College property, and system access. The President is authorized to suspend employees until the end of the next regular meeting of the Board.

The President will establish procedures concerning disciplinary action pursuant to Board rules and the provisions of State laws and regulations. Those employees covered by collective bargaining agreements should follow any applicable provisions concerning disciplinary action.

History: Adopted: 9/21/71; Amended: 12/18/74, 5/20/87, 9/21/94; Formerly, 6HX-10-2.039