

## ADMINISTRATIVE RULES

<b>Title: DISCIPLINARY ACTION</b>	<b>Identification:</b>	<b>6HX-10-3.08</b>
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	<b>Effective Date:</b>	<b>June 29, 2016</b>
<b>Authority:</b>	<b>Signature/Approval: Dr. Ken Atwater</b>	
<b>FS 1001.64; 1001.65</b>		

### PURPOSE

This administrative rule establishes Hillsborough Community College's (HCC) 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. Specific disciplinary guidelines may be found in established procedures. 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.

To ensure equitable and fair treatment for all employees, supervisors should consult with Human Resources prior to the implementation of any disciplinary/corrective action.

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.

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### History:

Adopted: 9/21/71; Revise: 12/18/74, 5/20/87, 9/21/94, 6/15/05; Formerly, 6HX-10-2.039