



SOWELA
TECHNICAL COMMUNITY COLLEGE
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|------------------------|---------------------------------------|------------|---------|
| TITLE: | DISCIPLINE – FOR ALL EMPLOYEES | | |
| EFFECTIVE DATE: | July 1, 2003 | | |
| LAST REVISION: | October 26, 2007 | Policy No. | 6.019.1 |

Policy Statement

Sowela Technical Community College (Sowela) adopts the policy of the Louisiana Community and Technical College System (LCTCS) on Employee Discipline, which states:

Where problems with employee behavior or performance arise, a supervisor will seek to correct the problem. Discipline is a means to correct substandard employee behavior and performance. The system is dependent upon the employee's recognition of his/her need to accept and conform to Sowela standards of performance and conduct.

It is recognized that the employee-employer relationship is not the same for all employees. The employee-employer relationship for classified employees is governed by Civil Service Rules. The employee-employer relationship for unclassified employees, non-tenured faculty and tenured faculty are defined by the LCTCS employment relationship policy.

Regardless of the disciplinary approach, Sowela philosophy is to assure that all employees are treated fairly and equitably without regard to race, color, religion, sex, national origin, age, handicap or veteran status.

Employees have the right to know what is expected of them. It is important that all employees be notified of their duties and responsibilities in order to be aware of job expectations. Sowela maintains an informal and open access and encourages the use of this avenue, as appropriate. The type of discipline imposed should reflect the seriousness of the problem. Some work rule violations are so serious as to justify discharge or suspension on the first offense (e.g., theft, fraud, serious negligence, etc.). For those violations that do not justify serious discipline on the first offense, progressive discipline is applied. Types of discipline may include, but are not limited to, reprimand, denial of merit increase, demotion, suspension with or without pay, termination, or other appropriate action. Suspension is intended to be limited to a reasonable time necessary to investigate the problem and confer with appropriate individuals concerning the disciplinary decision. Suspension requires notification and approval by the Chancellor.

Disciplinary actions are advisory and, as such, disciplinary procedures may be adjusted or modified at the discretion of the Chancellor. The following progressive discipline steps will generally apply:

1. Verbal notification by supervisor in an informal counseling session.
2. Written notification by supervisor issued to the employee in a formal counseling session (see attached Discipline Notice Form).
3. A discussion of specific disciplinary action applied, up to and including termination, with written confirmation of the discussion issued to the employee by the supervisor.

All disciplinary actions of an egregious nature need to be discussed with the Director of Human Resources prior to issuing any written documentation.

Progressive discipline steps are generally sequential; however, more than one of the above mentioned progressive discipline steps may be taken simultaneously, dependent upon the nature of the infraction. Nothing contained herein shall prevent Sowela from taking immediate disciplinary action where circumstances warrant such action.

The employee shall be given the opportunity to explain the circumstances surrounding the incident(s), and to present the reasons he/she feels that any proposed disciplinary action should not be taken, in order that the employee is afforded due process.

Supervisors must contact the Director of Human Resources prior to taking any disciplinary action. The Sowela policy regarding Employment Relationship Sowela Policy 6025.1 is applicable in the event of termination. Sowela Human Resources must be provided notice of all termination actions.

The Board recognizes the necessity and desirability of providing employees a method and forum in which to resolve, in an orderly fashion, problems in the work place. However, by the adoption of this policy, it is not the intention of the Board to confer upon Sowela employees any additional rights of substantive or procedural due process not mandated by law.

Source of Policy: HR
Related Policy: LCTCS

Responsible Administrator: Human Resources
LCTCS Policy Reference: 6.014
LCTCS Guideline Reference: NA

Approved by: _____
Chancellor

Date: _____