

NORTHWEST FLORIDA STATE COLLEGE
Policy Number 6Hx17-5.022

TITLE	CAREER EMPLOYEE DISCIPLINARY MEASURES
REFERENCE	
HISTORY	New Policy, October 1989 Local Language Revised, November 1997

Local Language

Full-time employees are expected to perform their assigned jobs in a professional manner. In situations where employees' job behavior is inappropriate, the following disciplinary measures are authorized and will be applied in progressive order from least to most severe unless the seriousness of the offense warrants stronger disciplinary action:

Warning - Verbal statement issued to employee by immediate supervisor. The meeting should be documented with a Memorandum of Record with a copy given to the employee and a copy filed in the personnel file.

Reprimand - Memorandum from immediate supervisor to the employee and filed in the personnel file. The employee will be requested to sign a copy of the reprimand acknowledging receipt.

Suspension from work - One to five days suspension without pay (annual leave or sick leave may **not** be used). Action by a college vice president, provost, or dean with approval of the President is required.

Termination - Suspension from work with or without pay will be determined and approved by the President pending action by the Board of Trustees.

The Personnel Grievance Procedure (APPENDIX C) is available for any full-time career employee to initiate if he/she wishes to appeal a decision involving any of the above actions.