



Northwest Florida State College

TITLE: EMPLOYEE DISCIPLINARY MEASURES

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SIGNATURE OF BOARD SECRETARY: *Sasha L. Farrell*

PURPOSE OF POLICY

To document the process generally used for progress in disciplining of employees.

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 as determined by the President or his/her designee:

Documented Verbal Reprimand - Verbal statement issued to employee. The meeting will be documented with a Memorandum of Record with a copy given to the employee and a copy filed in the personnel file.

Written Reprimand - Memorandum 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, or dean with approval of the President is required.

Termination - Immediate dismissal from work without pay with approval from the President and with final action from the Board.