DISCIPLINARY ACTION FOR IMPROPER CONDUCT

The College may take disciplinary action against employees who do not conduct themselves properly and observe the regulations of the College.

See following pages for procedure.

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DISCIPLINARY ACTION FOR IMPROPER CONDUCT

The College may take disciplinary action against employees for improper conduct. The grounds for such a charge, the disciplinary options available to a supervisor, and the procedures for each type of disciplinary action are described below.

**Grounds for Disciplinary Action**

Employees are subject to disciplinary action for any, but not limited to, the following types of improper conduct:

- Refusal to follow legal instructions.
- Insubordination
- Gross neglect of duty.
- Incompetence, i.e., continued unsatisfactory performance evaluations.
- Cause
- Theft or intentional destruction of College property.
- Falsifying of any College records.
- Negligent with College funds or property.
- Conviction of a felony while employed at WWCC.
- Threatening, using, or trying to use or influence to secure special consideration.
- Sexual harassment.
- Offensive conduct or language.
- Unsafe behavior—deliberate or careless.
- Consuming alcohol or illegal drugs on campus.
- Inability to perform work properly because of alcohol or drugs.
- Sleeping on duty.
- Loss of driver’s license (if it is required for the job).
- Not reporting to work for three (3) consecutive days without an excused absence.

**Disciplinary Action**

With grounds, the supervisor may take four (4) types of disciplinary action:

1. Initial Oral Observation or Reprimand.
2. Written Reprimand,
3. Suspension
4. Discharge

In carrying out any disciplinary action, the supervisor should keep the Vice President for Administrative Services informed of all pertinent events and any written communications.
**Initial Observation**

The supervisor on the first offense may discuss the observed offense with the employee and, whenever possible, allow sufficient time for the employee to improve.

**Written Reprimand**

The supervisor may reprimand an employee in writing for cause.

The supervisor must address and hand the reprimand to the employee with a witness present. The employee must sign the reprimand indicating only that he or she has been advised of the discipline. A signature does not indicate agreement. If the employee refuses to sign, the witness will so attest in writing to both the employee and the supervisor.

If it cannot be hand delivered, it must be delivered by certified, return-receipted mail.

The employee may take a reprimand through the grievance and appeal process.

All information concerning a reprimand will be placed in the employee’s master personnel file.

**Suspension**

If the supervisor and the President (or the President’s designee) agree that the employee should be suspended, then the employee can be suspended for a maximum of ten (10) working days without pay. The purpose of a suspension can be for disciplinary action or to allow further investigation of the alleged wrongdoing.

The employee will receive written notice of the suspension. If further investigation is done, the employee will be notified in writing no later than the last day of the suspension of the investigation’s conclusions. An investigation could result in reinstatement or complete discharge from duties.

If the employee is reinstated and exonerated of all charges, the College will pay the employee for each working day of the suspension.

**Discharge**

The President or the President’s designee may discharge a paraprofessional, but only the Board of Trustees may discharge professionals. The Vice President for Administrative Services should be consulted before any employee is discharged.
The President (or the designee) will notify the employee in writing of the reasons for the discharge.

After receiving the written notice, an employee may appeal the discharge to the Board of Trustees in accordance with Broad-adopted hearing procedures.