

Refer to Section {B}
{Personnel}Unit
Procedure for {B 15 – Disciplinary Action}



1. A personal meeting with the employee is the first step in the positive discipline procedure. The discussion between the employee and immediate supervisor should address specific areas of concern. A written detailed summary of the discussion, or a Disciplinary / Counseling report (see end of section) is prepared by the supervisor with a copy given to the employee. This letter/report should include:
 - a. The date of the meeting
 - b. The persons present
 - c. The points covered in the discussion
 - d. Clear areas that need improvement
 - e. Suggestion for improvement
 - f. Reasonable time period to demonstrate improvement
2. If there is a second occurrence, the supervisor should hold another meeting with the employee and take the following action:
 - a. Issue a second report to the employee
 - b. Refer to first report and indicate areas once again violated by employee's action
 - c. Set new time schedule for improvement
 - d. Inform the employee that a third incident may result in a recommendation for suspension or dismissal
 - e. Have the employee sign the report acknowledging its receipt, give the employee a copy, and send a copy to the direct of human resources for placement in the personnel file.
3. If there are additional occurrences, the supervisor, after consultation with the senior cabinet officer in authority over employee's area, should take the following action:
 - a. Issue a letter to employee recommending the following:
 - i. 1a. Suspend the employee without pay for up to five working days; or
 - ii. 1b. Suspend the employee indefinitely and recommend termination
 - b. Prepare and forward to the office of human resources a complete written report describing the occurrences indicating the timing between the occurrences and summarizing the action taken or recommended and its justification.
4. If a supervisor recommends that an employee be terminated, the senior cabinet officer over that area should completely investigate the situation and the employee be allowed a hearing before a recommendation is made to the president that an employee be terminated.
5. In the absence of a specific written agreement, employees are free to resign at any time, and the college reserves the right to terminate employment at any time and for any reason. (See Personnel 1, Employment at Will)

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6. Only the president of the college or other senior officer has the authority to terminate an employee. No full-time employee may be terminated without the consent of the president. (See, Termination/Resignation Procedures, Personnel 1.1)
7. In disputes over discipline, employees will have access to a grievance policy.(see Grievance Procedures Personnel 16).
8. In cases involving serious misconduct, major breach of policy or violation of law, the procedures contained above may be disregarded. The supervisor should suspend the employee immediately and, if appropriate, recommend termination of the employee. Employees suspended from work will not receive or accrue any employee benefits during the suspension, unless management grants an exception.
9. Repeated misconduct by an employee will result in immediate termination.
10. The college can take alternative discipline measures--up to termination--at any time during the discipline procedure.

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**Midway College
Disciplinary / Counseling Report**

Employee's Name: _____ Dept. _____ Date: _____

Date of Occurrence: _____ Time: _____ AM PM Location: _____

Action Taken: Coaching Verbal Warning Written Warning Suspension ___ day(s)
 Termination Other _____

(Depending on the nature of the offense, Midway College reserves the right to skip steps at its discretion) FIRST SECOND THIRD FINAL WARNING

Description of incident: Absence Tardiness Safety Violation Policy Violation
 Conduct Substandard Performance Other _____

Explanation: _____

Goals/Corrective Behavior: _____

Should the above-mentioned behavior continue, Midway College will have no choice but to take additional action, up to and including termination.

Employee Comments: _____

You are being urged to bring your attention to this situation, recognize the severity of it and take the necessary steps to correct it. Failure to correct this behavior, and/or further violation of Midway College Policy will result in additional disciplinary action. Your signature is acknowledgement that you have received a copy of this report, and that it has been fully explained to you.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

HR Director: _____ Date: _____