



WASHINGTON COLLEGE POLICIES

DISCIPLINE AND CORRECTIVE ACTION

Disciplinary and corrective action is a process to help employees overcome poor job performance, strengthen work performance and achieve success. In the case of minor work performance problems a private discussion between the supervisor and the employee is the first step in the positive discipline procedure. The supervisor should specify the job performance or conduct that is not acceptable and the actions necessary to correct the performance problem. The supervisor should begin with a personal agreement with the employee along with a follow up email or document regarding the discussion.

In instances of serious poor job performance or of repeated minor performance issues, written notice will be given to the employee and made part of the employee's permanent personnel record that is maintained by Human Resources. Failure by an employee to be responsive to such written warnings will lead to further disciplinary action including suspension without pay and/or discharge.

In the case of alleged serious misconduct, the employee will be suspended immediately (with pay) and required to leave the campus. Serious misconduct generally includes behavior or actions that could threaten the physical or mental well-being of members of the College community or the reputation or standing of the College. Following an incident that involves alleged serious misconduct, the immediate supervisor, the department director, and the Director of Human Resources will discuss the alleged misconduct and develop an appropriate action plan. The action plan should include an investigation and interview(s) with the appropriate personnel. All meetings, findings, and outcomes will be documented in the employee's personnel record that is maintained by Human Resources. Violation of these or similar rules may lead to discipline, up to and including immediate termination. Please refer to Discharge section of the Termination of Employment policy.

The employee will be given the opportunity to see any written notices reporting disciplinary actions or any evaluations in his/her personnel file. If the employee feels that the disciplinary action is unfair, he/she may file a grievance. Please refer to Grievance process policy.