

College Operating Procedures (COP)



Procedure Title: Disciplinary Procedures
Procedure Number: 05-0901
Originating Department: Office of Human Resources

Specific Authority:

Board Policy 6Hx6:5.02
Florida Statute 1001.65
Florida Administrative Code n/a

Procedure Actions: Adopted: 11/21/96; 7/1/00; 12/2/08; 11/01/10; 09/19/14

Purpose Statement: To provide College employees with guidelines to operate business in a constructive manner.

Guidelines:

This Operating Procedures only applies to professional and career service employees who are not employed pursuant to an annual contract.

Procedures:

Employee job performance and employee violations of state and federal law and community college rules, policies, and procedures could be grounds for disciplinary action. The following is a non-exclusive list of types of employee behavior which could give rise to disciplinary action, up to and including suspension or dismissal.

1. Misconduct.
2. Incompetency.
3. Insubordination.
4. Willful neglect of duty.
5. Drunkenness.
6. Conviction of any crime which results in disqualification (See COP 05-0305).
7. Violation of safety rule.
8. A violent act.
9. Sabotage.
10. Theft or unauthorized removal of property belonging to, or in the care of the College.
11. Falsification of records.
12. Absence without proper leave.
13. Loaning or permitting the unauthorized duplication of College keys.
14. Possession of firearms, weapons of any kind, or explosive materials on the College premises without proper authorization.
15. Possession of narcotics, contraband, or intoxicating beverages on the College premises.
16. Improper use of e-mail, the Internet, or other technological resources.
17. Any intentional acts to impair, interfere with, or obstruct the orderly conduct, processes and functions of the College.

The following progressive steps may be employed by the College in its efforts to correct inappropriate employee behavior. The College, at its discretion, and in consideration of the severity of the offense, may begin the progression at any step.

Counseling:

Counseling is an offer of assistance to correct behavior and/or warning that disciplinary action could follow if improvement is not noted. A non-detailed written record of the counseling session may be placed in the limited access section of the employee's personnel file.

Verbal Reprimand:

A verbal reprimand is a formal warning. A non-detailed memorandum acknowledging that a verbal warning was issued is placed in the limited access section of the employee's personnel file.

Written Warning:

A written warning is a formal notice that inappropriate behavior, or a violation of a rule, policy, or procedure has occurred. It outlines the specific steps which must be taken to correct the problem. The warning usually includes notice that another offense or failure to improve could result in more serious disciplinary action. This formal warning is placed in the limited access section of the employee's personnel file.

Suspension/Probation:

An employee may be placed on probation or suspended from employment if previous attempts to correct inappropriate behavior are ineffective. A suspension may be with or without pay and will be for a specified period of time. An employee may be put on probation as a condition of returning to work after suspension, or as a condition of continued employment without suspension. Probationary periods will be for a specified time and will specify the corrective action required of the employee to successfully complete the probation. A record of the suspension or probation is placed in the limited access section of the employee's personnel file.

Dismissal/Termination:

Non-contract employees who are recommended for termination or dismissal, and who are not entitled under State Board of Education rules to a notice and administrative hearing, will be provided upon written request with a review of that recommendation. Rules Regarding Discipline of Executives, Administrators, Faculty, and Other Employees Working Under Contract

Suspension, termination and non-renewal of contract for employees on administrative or instructional personnel contracts shall be made in accordance with law, the contract of employment and, where applicable, the Collective Negotiations Agreement.