
	ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to outline the steps taken for progressive discipline. The intent of progressive discipline is to communicate the need to modify unacceptable job performance and/or behavior that is inappropriate, unproductive, disruptive or otherwise problematic to the goals and/or operation of the College.

Procedure

- A. Progressive discipline is normally applied in several stages of severity, culminating in termination, if necessary. Termination of employment, or elevation of the level of discipline, may be appropriate upon a first offense, based upon the seriousness and impact of the job performance or behavior or for multiple lesser offenses.
- B. The College President or appropriate Vice President in consultation with the Office of Human Resources, reserves the ability to place an employee on administrative leave, with or without pay, pending review of the allegations.
- C. Levels of discipline are progressive and are used to encourage the employee to correct unacceptable job performance or behavior. Unacceptable performance or behavior includes, but is not limited to nonperformance, inappropriate conduct, unacceptable attendance, violation of College policy or procedures and/or actions which violate local, state or federal laws and regulations.
- D. There is not a set number of verbal warnings that must be given prior to a written warning or how many written warnings must precede termination. Factors that may be considered in determining a particular level of discipline include but are not limited to:
 1. The nature and number of problems involved
 2. The seriousness of the infraction(s)
 3. The employee's response to prior disciplinary action(s)
 4. The amount of time that has elapsed between offenses
 5. The employee's job performance or behavior prior to the infraction
- E. For serious offenses, such as but not limited to fighting, theft, threats of violence, the sale or possession of drugs or the abuse of alcohol on College property, termination may be the first disciplinary step taken. Any step(s) in the disciplinary process may be skipped at the discretion of the supervising administrator with the approval of the College President or appropriate Vice President in consultation with the Office of Human Resources.


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Step 1 - Verbal Warning

- A. A verbal warning is a conversation between a supervising administrator and an employee about a disciplinary or performance related problem. It is the initial step in the progressive discipline process. This level of discipline is in response to job performance or behavior which causes a minor disruption.
- B. The supervising administrator shall:
 1. Meet with the employee and discuss the specific problematic job performance and/or behavior(s). Allow the employee the opportunity to explain the job performance and/or behavior(s) and investigate, if necessary.
 2. Inform the employee that this is a “verbal warning”. Inform the employee that the problematic job performance and/or behavior(s) has/have violated College policy and/or procedures and must be corrected. It is the supervising administrator’s responsibility to provide the employee with guidance and clarification to assist in avoiding escalation of the discipline to a more severe level of discipline and ensure there is a clear explanation of expectations and appropriate behavior.
 3. The supervising administrator shall document the conversation for their file.

Step 2 – Written Reprimand

- A. This level of discipline may be used in response to job performance and/or behavior which the employee has not corrected or has repeated which gave rise to Step 1, or if the employee’s job performance and/or behavior is otherwise a moderate and/or continued disruption to the image, production or operations of the College.
- B. After consultation with the Office of Human Resources, the supervising administrator shall:
 1. Meet with the employee and discuss the specific problematic job performance and/or behavior(s). Allow the employee the opportunity to explain the job performance and/or behavior(s), document statements made and investigate, if necessary.
 2. Provide the employee with a written notice of reprimand citing the unsatisfactory job performance and/or behavior(s). Inform the employee that the job performance and/or behavior(s) has/have violated College policy and/or procedure and must be corrected ensuring there is a clear explanation of expectations and appropriate behavior.
 3. Inform the employee that this is a "written reprimand" and advise the employee of the consequences of continued unacceptable job performance and/or behavior(s), which can result in escalation of the discipline to a more severe level of discipline. The reprimand shall provide the employee with advice, guidance and clarification to assist in avoiding escalation of the discipline to a more severe level.

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4. The reprimand should include a space for signature that employee acknowledges receipt of the document. If the employee refuses to sign, the supervising administrator should note that the employee refused to sign and indicate the date the reprimand was delivered.
5. A copy of the written reprimand and any supporting documentation should be forwarded to the Office of Human Resources for inclusion in the employee's personnel file.

Step 3 – Termination

A. This level of discipline may be used in response to one or more the following:

1. Unacceptable job performance and/or behavior which the employee has not corrected or has repeated which gave rise to the previously issued Written Reprimand or Performance Improvement Plan.
2. Unacceptable job performance and/or behavior(s) which is/are a severe disruption to the image, morale, production or operations of the College.
3. Absent without authorization for three (3) consecutive working days, an employee may be considered to have abandoned their position and to have voluntarily resigned without notice.
4. A violation of law or College policy and/or procedure.

B. After consultation with the Office of Human Resources, the supervising administrator shall:

1. Provide written documentation to support the termination before the disciplinary action is taken pursuant to APM 02-1701, Due Process for Administrative, Professional and Career Personnel.
2. Following approval by the College President or appropriate Vice President and the Office of Human Resources, the supervising administrator shall meet with the employee and provide the letter of termination signed by the College President or appropriate Vice President. In the event that the supervising administrator is unable to meet with the employee, the supervisor should reach out to the Office of Human Resources for further guidance.
3. A signed copy of the letter of termination and any supporting documentation should be forwarded to the Office of Human Resources for inclusion in the employee's personnel file.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: November 2, 1987

Revised Date: February 24, 1994, April 15, 2014, July 23, 2015, December 12, 2016, June 28, 2023, December 18, 2024

Reviewed Date: May 8, 2024