

BP: 7110**DISCIPLINE AND DISCHARGE****Bargaining Unit Employees**

Discipline and discharge of employees subject to collective bargaining agreements shall be governed by their respective agreements; failing such provisions, administrative policies and procedures shall apply.

Exempt and Confidential Staff

Management and exempt employees may be disciplined and a currently-in-force employment contract may be terminated when the College determines that an exempt employee has:

1. Intentionally or willfully failed to abide by the lawful rules and regulations of the College;
2. Intentionally or willfully disobeyed or failed to abide by a lawful order or instruction given by duly authorized college authorities;
3. Engaged in serious or repeated misconduct that causes the College to lose confidence in the employee's fitness to continue as an employee. Such conduct may include, without being limited to, the following: violence or threats of violence; sexual harassment or misconduct; dishonesty or theft; failure to observe safety or quality guidelines; harassing or intimidating behaviors; or neglect of duty;
4. Been convicted of a felony (or acts, which if prosecuted, would constitute such), the nature or cause of which act would substantially interfere with the performance of his or her duties at the College or continued employment would cause the College substantial loss of confidence by/from the citizens of the district;
5. Failed to carry out his/her official duties at an appropriate level of quantity and/or quality; or
6. Intentionally or willfully disrupted or substantially interfered with an ongoing administrative process of the College; or
7. Violation of the Standards of Conduct.

Discipline may be imposed for any act specified above. Discipline may include any of the following: verbal warning, written warning, suspension with or without pay for a fixed term, reassignment, reimbursement to the college for loss of or injury to college property, and/or discharge or any other sanction, or combination of sanctions that are appropriate to the offense. Prior to implementation of discipline or discharge action, management and exempt employees have the right to a discussion of the occurrence(s) with the president.

END OF POLICY

Board Policies:
7161

Administrative Policies and Procedures:
[HR Procedure - Disciplinary Procedure](#)
Personnel Procedure 1.010

DATE OF ADOPTION: 06/27/11
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW: