

Policy 5020: Personnel Disciplinary Actions

Original Date:

Status:

DISCIPLINARY ACTION

Disciplinary action at Santa Cruz County Provisional Community College District (SCCPCCD) is intended to fairly and impartially correct behavior and performance problems when identified and to prevent reoccurrence.

Disciplinary action may involve any of the following: coaching, verbal warning, written warning, professional improvement plan, suspension with or without pay, and termination of employment depending on the severity of the situation and the frequency of occurrence. SCCPCCD reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

Employees charged with supervising and directing the work of other employees will consistently and clearly document employee actions/concerns as well as corrective actions taken. Documentation shall be in writing in supervisory and/or employee files as circumstances warrant and will include the concern(s) and action taken, date(s), time(s), who witnessed, and all written disciplinary documents. When personnel actions or concerns extend beyond supervisory coaching, verbal warnings, or written warnings, or are suspected to involve one or more of the serious behaviors noted below, supervisors are strongly encouraged to communicate with Human Resources in a timely manner to discuss options and possible next steps.

SCCPCCD recognizes that certain types of employee behavior are serious enough to justify suspension and possible termination of employment without observing other disciplinary action first. These violations include but are not limited to:

- Workplace violence

- Harassment

- Sexual misconduct

- Theft

- Vandalism or destruction of District property
- Inappropriately divulging confidential District information
- Acting in an insubordinate manner that harms the District's reputation or is in direct conflict with its mission, vision, and/or values