



## **BOARD POLICY**

**BOARD POLICY SERIES NUMBER: 313.01**

### **TITLE: STANDARDS OF CONDUCT AND DISCIPLINE**

It is UCC's policy to employ individuals who satisfactorily perform their job while adhering to College policies. Supervisors should provide employees with the training and tools necessary to perform their jobs, clearly communicate to employees their job duties, and give employees regular feedback regarding their performance.

We also believe that most employees prefer to work in an environment where the expectations are clear and employees are expected to adhere to them. Therefore, Umpqua Community College has established standards of conduct that all employees are required to observe, as stated in the Standards of Conduct Administrative Procedure No.313.01. The College will issue corrective action or discipline (including oral warnings and counseling, written reprimands, suspensions without pay, demotions, and dismissal) as it deems appropriate for violations of its policies and procedures. However, nothing in this policy or any administrative procedure is intended to modify the requirement of "just cause" for administering discipline under an applicable collective bargaining agreement or individual employment contract.

In all forms of discipline, action should be handled in a timely manner. Employees have the right to utilize due process proceedings prior to disciplinary action, if required by applicable law. Employees working under a collective bargaining agreement (CBA) shall only utilize the grievance procedures outlined in their CBA.

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW: 10/14/2015 by Board