



BOARD POLICY

BOARD POLICY SERIES NUMBER: 313.02

TITLE: DISCIPLINE AND DISCHARGE

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

Counseling or discipline may become necessary if an employee's performance or conduct is unsatisfactory. The supervisor shall utilize progressive steps to arrive at resolution. Depending upon the severity of the infraction, steps in the disciplinary process may be omitted. In all forms of discipline, action will be handled in a timely manner.

Employees have the right to utilize due process proceedings. Employees working under a collective bargaining agreement (CBA) shall only utilize the grievance procedures outline in their CBA.

DATE OF ADOPTION:

DATE(S) OF REVISION(S): 04/08/13

DATE OF LAST REVIEW: 06/12/13 By Board

TITLE: