

Policy: DISCIPLINARY ACTION, SUSPENSION, AND DISMISSAL

The President, or his/her designee, has the authority to warn, reprimand, suspend, or dismiss any employee of James Sprunt Community College regardless of occupation, classification, or profession. Disciplinary action may be taken for causes relating to performance of duties or personal conduct. These causes shall include, but are not necessarily limited to:

Performance of Duties

- A demonstrated pattern of inefficiency or incompetence in the performance of duties.
- Negligence in the performance of duties.
- Failure to maintain satisfactory and harmonious working relationships with the public, employees, and students.
- Absence without approved leave.
- Habitual improper use of sick leave privileges.
- Habitual pattern of failure to report for duty at the assigned time and place.
- Failure to obtain or maintain a current license, certificate, or credentials required by law as a condition for performing the job.
- Refusal to accept a reasonable and proper assignment from an authorized supervisor.
- Careless, negligent, or improper use of College property or equipment.

Personal Conduct

- Disgraceful or gross misconduct that is prejudicial to the college.
- Refusal to accept a reasonable and proper assignment from an authorized supervisor (insubordination) and disrespect for authority.
- Conviction of a felony or a criminal act that may be prejudicial to the college or detrimental to the performance or integrity of the position.

- Misuse or theft of college funds.
- Careless, negligent, or improper use of, or theft of college property or equipment.
- Submission of falsified information or the omission of material information for the purpose of obtaining employment with the college.
- Participation in any action that would in any way seriously disrupt or disturb the normal operation of the College.
- Willful damage or destruction of property.
- Willful acts that would endanger the lives or property of others.
- Possession of unauthorized firearms or lethal weapons on the job or on College property.
- Using or being under the influence of alcohol or drugs while on the job.
- Acceptance of gifts in exchange for “favors” or “influence” related to the college.
- Betrayal of confidential information or tampering with official records.
- Taking part in political management or campaigns prohibited by law.
- Engaging in employment or activities that constitute a conflict of interest.
- Harassment (sexual or other) of an employee or student.
- Unprofessional or inappropriate conduct, including unwelcome sexual advances, requests for sexual favors, or other offensive verbal or physical conduct of a sexual nature.
- Deliberately or willfully making false or misleading statements in connection with any college business or official records.
- Violation of College policies and/or procedures.

Procedures: DISCIPLINARY ACTION, SUSPENSION, AND DISMISSAL

The following procedure shall be followed for disciplinary action, suspension, or dismissal:

For just cause, any employee, regardless of position, may be warned, reprimanded, counseled, admonished, suspended, or dismissed. The degree and kind of action taken will depend upon the circumstances and the severity of the situation. Depending upon circumstances and the severity of the situation, the President has the authority to alter the progressive levels of discipline contained in this policy, including, but not limited to, immediate suspension or dismissal.

1. The employee shall receive an oral warning or reprimand from the supervisor explaining the reason for the warning and corrections to be made. This oral warning is to be accompanied or followed by a letter or memorandum to the employee with a copy to the Director of Human Resources & Campus Safety Officer to be placed in the personnel file for a length of time to be specified by the supervisor.
2. If the situation continues, the next step will be a formal, written warning from the appropriate Vice President or director. The contents of the letter will include a statement that a continuation of the practice may result in further disciplinary action. A copy of this letter will be placed in the employee's personnel file permanently.
3. If the problem is not corrected, the President shall impose the appropriate disciplinary action, suspension, or dismissal based upon the seriousness of the conduct. Before an employee is disciplined, suspended, or dismissed, a written summary of the case will be prepared by the appropriate Vice President or director and reviewed with the President. The Chairperson of the Board of Trustees will be notified of each proposed dismissal.
4. The employee shall be notified with a written notice of dismissal and will be provided a copy of this policy and the policy covering the appeal process. A copy of the dismissal notice will be placed in the personnel file.