



## DISCIPLINARY ACTION

Valencia is committed to providing all employees with fair, clear and useful tools for addressing performance and behavior problems, and to include a process for rectifying instances of unacceptable performance and/or personal conduct. Disciplinary actions are usually corrective and progressive in nature. However, serious misconduct, work performance problems or potential violations of laws and/or College policies, procedures and practices may warrant serious disciplinary action, including dismissal.

## STEPS

Disciplinary actions are formal in nature and are intended to address ongoing and/or severe and pervasive performance/behavior concerns. Because of the formal nature of these actions, supervisors must engage with a member of the Employee Relations team prior to issuing any disciplinary action. Disciplinary actions include:

1. *Written reprimand*
2. *Suspension*
3. *Demotion*
4. *Return to Annual Contract*
5. *Dismissal*

## DISCIPLINARY DOCUMENTS

A disciplinary document outlines expectations, thoroughly describes examples of unmet performance or behavioral expectations and identifies potential further disciplinary actions that may be taken should improvement not be made. A disciplinary document generally is used to document performance/behavior concerns, including but not limited to situations involving tardiness, excessive absenteeism, gossiping, insubordination, horseplay and/or inability or failure to work cooperatively with others.

## WHO DOES THIS AFFECT?

Valencia's disciplinary action policy applies to all employees, including full- and part-time faculty and staff. As a supervisor, it is your responsibility to be knowledgeable about the policy and apply it in a consistent and fair manner. It is also important that you familiarize your staff members with the policy so they too are aware of the process of progressive discipline.

## HOW DOES THIS IMPACT MY WORK?

Disciplinary action may be required to resolve certain employee issues. Understanding the disciplinary action policy (Policy 6Hx28:3E-08), may help you to take necessary steps toward restoring a healthy workplace environment.

## CONTACT

For additional support/guidance, contact Organizational Development and Human Resources at 407-582-5000, extension HR4U, email [HR4U@valenciacollege.edu](mailto:HR4U@valenciacollege.edu).

## RESOURCES FOR MORE INFORMATION

**Disciplinary Action Policy:**  
6Hx28:3E-08

### Employee Relations (ER)

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