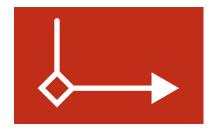
VALENCIACOLLEGE



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.

RESOURCES

FOR MORE INFORMATION

Disciplinary Action Policy: 6Hx28:3E-08

Employee Relations (ER)

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