

ARTICLE 27 - DISCIPLINE

Faculty shall be subject to discipline according to the nature and severity of the offense, for conduct that violates reasonable standards of conduct which include, but are not limited to, the following:

1. Incompetence, negligence or inefficiency in the performance of duty;
2. Conviction of a criminal offense or of a misdemeanor involving moral turpitude;
3. Violation or disobedience of any regulation, order or directive;
4. Insubordination toward supervisors;
5. Violation of any of the College's Policies or Procedures, including the Civility and Mutual Respect policy;
6. Engaging in discrimination or harassment based upon any legally protected status;
7. Attempting to induce any officer or employee of the College to commit an act in violation of any of the College's Policies or Procedures;
8. Excessive absences, tardiness or abuse of leave privileges;
9. Reporting for work under the influence or being at work under the influence of alcohol or illegal or controlled substances. Being in possession of alcohol or illegal or controlled substances during working hours and/or the sale or use of same during working hours and/or on College property;
10. Theft, misplacement, or misuse of equipment, material, property or money of the College, the public, or of other employees;
11. Falsification of official documents;
12. Failure to report for duty after a leave of absence has expired;
13. Unauthorized release of confidential information;
14. Violating safety rules or accepted safe practices;
15. Possession of weapons or firearms during working hours and/or on College property at any time; and
16. Conduct, whether on or off the job, that adversely affects the employee's ability to either appear at work or to perform assigned responsibilities in a proper and usual manner; or conduct that adversely affects the ability of the College to carry out its assigned mission.

A written oral warning and written reprimand may be appealed in writing to the Provost or his/her designee whose decision is final. The employee may submit a written rebuttal to the College's final decision. Such rebuttal shall be part of the employee's personnel file.

The appeal process for a suspension or dismissal is addressed in Article 8 Grievance and Arbitration Procedure.

Before suspension or dismissal of a Faculty member during the term of an annual contract, suspension or dismissal of an individual with a continuing contract or return of an individual with continuing contract to an annual contract, the College shall provide the employee with a written notice of intent to suspend or dismiss the individual or return the individual to annual contract and provide an option for a predetermination conference. Employees shall be given written notice of the proposed action at least ten (10) work days prior to the date the action is to be taken. Within five (5) work days of receipt of the written notice, the individual may submit a written request for a predetermination conference in order to make an oral or written statement or both to the College to refute or explain the charges made against the employee. The predetermination conference shall be held by the President or a designated representative. If after the predetermination conference it is decided that the individual shall be suspended, dismissed or returned to annual contract, the employee shall be so notified and the decision shall go to the Board of Trustees for approval. Upon approval by the Board of Trustees, the employee shall have the right to appeal the decision pursuant to the provisions of paragraphs 15 and 16 of Article 8 Grievance and Arbitration Procedure.