



Where Your Future Is Waiting

POLICY NUMBER: HR 608

Title: Discipline

Effective Date: 4/4/2023

Last Review/Revision Date: 4/4/2023

Policy Statement

Where problems with employee behavior or performance arise, a supervisor will seek to correct the problem. Discipline is a means to correct substandard employee behavior and performance. The system is dependent upon the employee's recognition of his/her need to accept and conform to CLTCC standards of performance and conduct.

It is recognized that the employee-employer relationship is not the same for all employees. The employee-employer relationship for classified employees is governed by Civil Service Rules. The employee-employer relationship for unclassified employees, non-tenured faculty and tenured faculty are defined by the CLTCC employment relationship policy.

Regardless of the disciplinary approach, CLTCC's philosophy is to assure that all employees are treated fairly and equitably without regard to race, color, religion, sex, national origin, age, handicap or veteran status.

Employees have the right to know what is expected of them. It is important that all employees be notified of their duties and responsibilities in order to be aware of job expectations.

CLTCC maintains an informal and open access to management and encourages the use of this avenue, as appropriate. The type of discipline imposed should reflect the seriousness of the problem. Some offenses are so serious as to justify discharge or suspension on the first offense (e.g., theft, fraud, serious negligence, etc.) For those offenses that do not justify serious discipline on the first offense, progressive discipline is applied. Types of discipline may include reprimand, denial of merit increase, demotion, suspension with or without pay, termination, or other appropriate action. Suspension is intended to be limited to a reasonable time necessary to investigate the problem and confer with appropriate individuals concerning the disciplinary

decision. Suspension requires notification to the Chancellor.

Disciplinary actions are advisory and, as such, disciplinary procedures may be adjusted or modified at the discretion of the Chancellor. The following progressive discipline steps will generally apply:

1. Verbal notification by supervisor in an informal counseling session.
2. Written notification by supervisor issued to the employee in a formal counseling session.
3. A discussion of specific disciplinary action applied, up to and including termination, with written confirmation of the discussion issued to the employee by the supervisor.

Progressive discipline steps are generally sequential, however, more than one of the above-mentioned progressive discipline steps may be taken simultaneously, dependent upon the nature of the infraction. Nothing contained herein shall prevent CLTCC from taking immediate disciplinary action where circumstances warrant such action.

The employee shall be given the opportunity to explain the circumstances surrounding the incident(s), and to present the reasons he/she feels that any proposed disciplinary action should not be taken, in order that the employee is afforded due process.

Supervisors must contact Human Resources to request termination action. Only Chancellor may authorize termination action. By the adoption of this policy, it is not the intention to confer upon CLTCC employees any additional rights of substantive or procedural due process not mandated by law.

Policy Reference: Louisiana Community & Technical College System 6.014

Review Process:

<i>Name</i>	<i>Title</i>	<i>Approval Date</i>
<i>James R. Sawtelle III, Ed.D.</i>	<i>Chancellor</i>	<i>4/4/2023</i>

Distribution:

Electronic: posted to College's website and sent via email to College personnel