

## **BP 2.5 Disciplinary Action, Suspension, and Dismissal**

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**Legal Authority** 1C SBCCC 200.94

**Approvals  
Revision** 03/15/09

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### **Policy**

It is the policy of McDowell Technical Community College to provide for employees a fair, clear and useful tool for correcting and improving performance problems, as well as to provide a process to assist management in handling instances of unacceptable personal conduct.

The College recognizes that, consistent with sound employee relations practices, it is important that disciplinary action, suspension, and dismissal be administered in as near a uniform manner as possible. To assist all levels of supervision in promoting efficiency and equitable treatment for all employees the following is established:

- A. Any employee, regardless of occupation, position for profession may be warned, demoted, suspended or dismissed by the appointing authority, and
- B. The degree and type of action taken shall be based upon the sound and considered judgment of the appointing authority in accordance with the provision of this policy.

The basis for any disciplinary action taken in accordance with this policy falls into one of the following categories:

- A. Discipline imposed on the basis of job performance.
- B. Discipline imposed on the basis of personal conduct.

The JOB PERFORMANCE category is intended to be used in addressing performance-related inadequacies for which a reasonable person would expect to be notified of those inadequacies and would be allowed an opportunity to improve. PERSONAL CONDUCT discipline is intended to be imposed for those actions for which no reasonable person could, or should be expected to receive prior warnings.