

LAKESUMMIT STATE COLLEGE
ADMINISTRATIVE PROCEDURE

TITLE PROGRESSIVE DISCIPLINE

NUMBER PRO 5-25

REFERENCE Board Rule 5.08

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I. GENERAL INFORMATION

The College as approved by the District Board, subscribes to the principle of using objective and appropriate discipline to correct employee conduct and performance. Disciplinary action when imposed will be issued whenever appropriate in a progressive manner as defined here dependent upon the seriousness of the offense, the established fact taking into consideration aggravating and mitigating circumstances prior disciplinary action, and any other information deemed relevant, or as otherwise required by law. To enable the application of consistent and appropriate discipline -8.1 (is) | -8.1 (e) | TJ 0 Tc 0 Tw 4.73.7 Td () Tj -0.001 Tc 0.003 T1 0.217 0 Td [(t)-w.1 (i)-

assistance of HR a specific development or remediation plan of actions and dates to assist the employee in correcting the performance issues. Depending upon the frequency of the performance offense and/or the seriousness of the misconduct, the employee may be placed also on probation;

3. One specific development action for a disciplined employee may be that he/she be directed to the Employee Assistance Program for performance support commensurate to the performance violation. In such cases attendance and completion of the rehabilitative support plan may be a condition of continued employment. (See Drug Free Policy, PROC-24, for other information regarding EAP.)

c. Probation and/or Suspension

An employee may be placed on probation as a result of serious misconduct based upon the degree and frequency of job performance below standard as determined by the

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