

## **BP 7360 Discipline and Dismissal – Exempt and Non-Exempt Employees**

### **References:**

Previous BP 316  
AR 7360

*The President shall enact procedures for the disciplinary proceedings applicable to exempt and non-exempt employees of TBCC, hereafter termed staff. Non-Exempt Staff that have worked in their position for less than six months are termed Probationary. Non- Exempt Staff that have received a satisfactory six month evaluation are then moved to Permanent status. Exempt Staff that have worked in their position for less than one year are termed Probationary. Exempt Staff that have received a satisfactory one year evaluation are then moved to Permanent status.*

*This policy does not apply to faculty (see BP and AR 7365).*

### **Standards of Conduct**

In order to promote individual development and the common good, the College has outlined the following standards to guide employees on how to conduct themselves when dealing with others in an academic institution. The College is committed to a learning environment that fosters respect, integrity, professional behavior, and fair and impartial treatment of students and staff in serving the educational needs of the community.

- A. Respect for all persons.
- B. Honesty in actions and speech.
- C. Fairness and justice in the treatment of all.
- D. A pervasive sense of integrity and promise-keeping.
- E. A commitment to:
  - a. Intellectual and moral development
  - b. Quality
  - c. Individual empowerment
  - d. The Community College philosophy
  - e. The College
- F. Openness in communication.
- G. Belief in diversity within an environment of collegiality and professionalism.

### **Disciplinary Standards**

The College believes that most employees prefer to work in an environment in which serious or repeated violations of the College's standards are not permitted. With that in mind, the infractions listed below describe behaviors which conflict with the College's accepted standards of conduct and warrant disciplinary action.

The College believes these infractions are clear and require little explanation. However, if an employee has any questions, he/she may consult his/her supervisor or the Director of Human Resources. Obviously, every possible infraction cannot be

listed. Conduct not specifically mentioned will be disciplined according to the standards followed for what the College feels is the most equivalent type of conduct listed.

Aside from the College's right and an employee's right to terminate the relationship at any time and for any reason, the College may issue verbal or written warnings, suspend, demote, or take other disciplinary action against employees for violation of rules or policies as the College deems appropriate.

Each situation will be evaluated according to the circumstances involved, and the type of discipline administered may vary from that listed in each group based upon the College's determination of the seriousness of the offense.

An employee's overall record may be considered in determining the appropriate degree of discipline to be imposed in a particular case. The College will determine what the facts are, whether discipline is warranted, how serious the violation is, and what level of discipline is appropriate.

Nothing in this policy is intended to alter an employee's "at-will" status of employment. Employment may be terminated by the employee or the College at any time and for any reason, unless expressly stated otherwise in a written employment agreement signed by the President of the College.

If an employee believes they has been unfairly disciplined, the employee may use the grievance procedure.

The process for disciplining and dismissing probationary and permanent staff is covered in detail in AR 7360.

**Adopted:** 9/23

NWCCU Standard Removed 5/20