



## Ohio Administrative Code

### Rule 3357:12-3-07 Employee disciplinary action.

Effective: March 18, 2015

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(A) The purpose of employee disciplinary action is to modify or correct unacceptable employee behavior. This unacceptable employee behavior may be disregard of college policy, failure to complete job assignments, unsatisfactory job performance, or other behavior unacceptable in the work environment. The disciplinary action will be progressive: verbal warning, written reprimand, disciplinary probation, and termination. The first three levels of disciplinary action may be grieved using the colleges grievance policy.

(B) In cases of verbal warnings or written reprimands, a copy of the action and brief description of the deficiency will be placed in the employees personnel file and a copy sent to the employee. An employee may choose to place a written response in their personnel file. Notification of a verbal warning and a written reprimand may be pulled from the personnel file based upon the professional judgment of the immediate supervisor at any time but no later than twelve months from the date of issuance. A disciplinary probation note will be maintained in the personnel file a total of twenty-four months, unless removed earlier by the supervisor as indicated above. See "Formal Steps for Termination Employment", policy 300.11 of the Zane state college employee handbook.

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