



## Ohio Administrative Code Rule 3358:5-3-21 Disciplinary action policy.

Effective: [October 23, 2015](#)

---

(A) Employees are expected to conduct themselves professionally and follow Clark state community college policies and procedures. Self-discipline is the goal; however, in instances where self-discipline and mutual cooperation have not occurred, it may be necessary for corrective action. For those instances, the college has developed disciplinary action policy and procedures to ensure a fair, consistent, and objective means of correcting and improving unsatisfactory work performance or behavior of employees.

(B) The colleges disciplinary philosophy shall be corrective and progressive. However, if an unreasonable behavior or misconduct is so severe it may warrant skipping a disciplinary step, up to immediate dismissal.

(C) This policy applies to employees of Clark state community college, including exempt, non-exempt, faculty, and adjunct faculty.

(D) The employee shall have access to due process under rule 3358.5-5-08 of the Administrative Code, employee complaint and grievance policy, and rule 3358.5-5-08.1 of the Administrative Code, employee complaint and grievance procedures, for all disciplinary actions with the exception of termination of employment.

(E) This policy shall be administered as set forth in the associated disciplinary action procedures.

(F) The office of human resources shall be assigned the responsibility of developing, implementing, and maintaining the disciplinary action policy and procedures.

---