

3358: 14-3-17 Discipline and discharge policy graded employees.

Policy statement: the college has adopted standards of conduct and makes them applicable to all persons. These rules are not intended to restrict the rights of employees, but rather to advise employees of prohibited conduct and allow the department and ultimately the college to attain its objectives in an orderly manner. The purpose of employee disciplinary action is to correct unacceptable employee behavior. This unacceptable employee behavior may be disregard of college policy, failure to complete job assignments, or other behavior unacceptable in the work environment. The disciplinary action will generally be progressive: verbal warning, written warning, time off without pay, and discharge. Any of the progressive steps may be omitted depending on the nature of the behavior.

(A) Discharge is generally, but not necessarily, preceded by progressive and corrective discipline. Behaviors upon which discharge may be based include, but are not limited to, the following:

- (1) Illegally bringing or bearing firearms or other lethal weapons on campus.
- (2) Misuse or misappropriation of college equipment, materials, funds, or other resources.
- (3) Insubordination, defined as "a willful disregard of express or implied directions of the employer and/or refusal to obey reasonable orders."
- (4) Falsification of college records.
- (5) Conviction of any violent offense covered by Section 2901.01 of the Ohio Revised Code, which automatically effects discharge from the college.
- (6) The unlawful possession or use of illicit drugs, a controlled substance, and/or alcohol on college property.
- (7) The unlawful distribution of illicit drugs or a controlled substance.
- (8) Violation of the college's policies on harassment, sexual harassment, or sexual misconduct.

(9) Failure to call or report to work for three consecutive, assigned working days (“no call-no show”).

(10) Assault.

(B) The president shall adopt procedures for disciplinary action.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/04/2015

Date

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