

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 7.2.2**

<b>Title:</b> Disciplinary/Corrective Actions Policy	
Originated by: President/CEO	
Signature _____	Date _____
Approved by:	
Signature _____	Date _____
Reviewed on: _____	Revised on: _____

**Policy Statement:** Manhattan Area Technical College will address disciplinary/corrective actions when warranted for employees.

**Rationale:** Progressive Discipline/Corrective Action: Because the College wants to ensure fairness in disciplinary/corrective matters, the discipline/corrective system is *progressive*. This means that disciplinary/corrective actions normally take place in a series of steps that give the employee the opportunity to change or correct the problem, his or her performance, his or her behavior, or whatever the cause of the disciplinary/corrective action happens to be. Normally, the lowest step necessary for a particular problem or situation is utilized. The progressive approach protects against arbitrary actions and introduces an element of “due process.” **Employees must be aware, however, that serious cases of misconduct or wrongdoing do not require progressive discipline. In cases of serious infraction the College reserves the right to move directly to probation, suspension, or termination, without any preceding verbal or written warning. While the College’s written policy sets general guidelines that employees are expected to follow, Administration reserves the right to view employee infractions on a case-by-case basis, taking into consideration the employee’s attitude, job performance, length of service, and situational factors.**

Employees should not confuse the provisions of this *Disciplinary/Corrective Actions* policy with the performance evaluation system that is tied to the pay plan, even though *some* performance issues may come to be the basis for corrective action. In practice, some performance issues (e.g., tardiness, absenteeism, ongoing failure to meet performance standards, or failure to care for College property) might be the subject of progressive disciplinary/corrective action. That is, performance issues will be addressed through the performance evaluation system unless they come to warrant the use of disciplinary/corrective actions as described in Section B below. This policy recognizes there is some inherent overlap between performance issues

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and disciplinary/corrective actions, and it is neither logical nor possible to keep the two completely separate. Issues such as theft or vandalism would usually warrant more serious disciplinary/corrective measures.

Disciplinary/Corrective actions are not primarily intended to be punitive, but rather to maintain the efficiency and integrity of College services. In disciplinary/corrective actions, the nature and severity of the problem or offense and the employee's prior record will be considered.

**Procedure:**

All steps in the disciplinary/corrective process are documented. Clearly, discretion and deliberation is required of supervisory staff in distinguishing between what is normal, day-to-day guidance, direction, or supervision, and what might rise to the level of requiring disciplinary/corrective action. Procedures for implementing disciplinary/corrective actions are set forth in Procedures for Executing Disciplinary and Corrective Actions of this policy. The following is a list of progressive actions that may be used, *noting that they need not be put to use in a specific or designated sequence, but used as a particular situation warrants.*

1. Verbal Counseling: A verbal communication from a supervisor to an employee regarding a relatively minor disciplinary infraction or a performance issue. Verbal counselings are issued confidentially and in private, and should be accompanied by an explicit explanation of what is expected of the employee, together with notice of possible further actions if the employee fails to correct or improve performance or repeats the offense. Records of verbal counselings are kept at the departmental level, but are copied to the Human Resources Department and become part of the employee's permanent record. Multiple verbal counselings may be utilized.
2. Written Counseling: Written Counseling differs from Verbal Counseling in that the employee is given a written account of the problem being addressed. Much like Verbal Counseling, Written Counseling may seek to correct a problem area or deliver a disciplinary caution. An employee is asked to sign a Written Counseling to acknowledge that he or she has received it. It is also important the employee understand what is required to address and/or correct the situation. Multiple Written Counselings may be utilized. Written Counselings are issued confidentially and in private and are placed in the employee's permanent record.
3. Written Reprimand: Stronger than a Written Counseling; a written notice of disapproval or need for corrective action that is placed in the employee's personnel file. Multiple Written Reprimands may be utilized. Human Resources exercises prior review and approval of all instances of employee disciplinary/corrective actions at the Written Reprimand level or above.
4. Suspension with Pay: An employee may be suspended with pay in connection with investigation of allegations of misconduct or in connection with a pending disciplinary action.

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5. Suspension without Pay: An employee may be suspended without pay up to 30 days.
6. Demotion: An employee may be placed in a position with fewer or lower level job responsibilities and in a lower salary range.
7. Termination: An employee may be permanently separated from service with the College.