



<b>CHAPTER 2</b>	<b>SECTION NO.</b>
College Personnel – Personnel General	2.13
<b>REFERENCE</b>	<i>Adopted: October 12, 2010</i>
2.13.07 Discipline Policy	<i>Reviewed: September 14, 2010</i>
	<i>Revised:</i>

The primary purpose of College rules is to provide a safe and effective educational setting. Disciplinary sanctions will be administered consistent with the College’s collective bargaining agreement obligations where applicable. The following applies to those employees not covered by a collective bargaining agreement:

For just cause, employees shall be subject to disciplinary sanctions by the Administration and/or Board, ranging from oral reprimand to dismissal. The appropriate disciplinary sanction for any misconduct, including the initial disciplinary action, shall be determined by the Administration and/or Board based on the magnitude or severity thereof and/or the repetitive nature of such misconduct.

The administration may apply disciplinary sanctions including oral reprimands, written reprimands and unpaid suspension of up to 30 workdays. Further sanctions, including Board remediation notice and dismissal, must be approved by the Board of Trustees. Written reprimands shall be kept in an employee’s personnel file.

Reasons for disciplinary sanctions include, but are not necessarily limited to, conviction of a serious crime or offense, dishonesty or theft, willful damage to College property, immorality or indecent conduct, falsification of records, unsatisfactory attendance, unsatisfactory work performance, insubordination or any other act committed while a Kishwaukee College employee, which is detrimental to the general welfare of the College, all as determined exclusively by the Board.

In connection with any allegation of misconduct, the President or Board may grant administrative leave with pay pending the investigation of such allegation. Any employees subject to administrative leave shall be notified of the allegation giving rise to such action.

Any employee doing unsatisfactory work shall be notified by the immediate supervisor, at which time shortcomings in the employee’s performance shall be discussed in a constructive manner and made part of the employee’s evaluation or record. The employee shall be apprised of corrective actions required and given a reasonable period to effect improvements.

Employees shall generally be given not less than two weeks’ notice of dismissal for unsatisfactory work performance. Employees recommended for a Board remediation notice or dismissal have the right to contact the President and request a meeting with the Board of Trustees prior to Board action.