

# Rock Valley College

## RVC Board Policy 3:20.070

### Employee Discipline

It is the intent of Rock Valley College to foster optimum performance and otherwise assist all employees in successfully accomplishing their professional responsibilities.

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, failure to comply with prior Board or administrative directives, violation of Board Policy, or any other act committed while a College employee, which is detrimental to the general welfare and best interests of the College, as determined by the College.

In connection with any allegation of misconduct, the College may suspend an employee with pay pending the outcome of the College's investigation of the allegation. The College will notify any employee who is suspended with pay of the general nature of the allegations.

Recognizing that the preferred desired outcome of disciplining any employee is positive change in the employee's performance and/or conduct, the College may utilize the following disciplinary options:

- Step 1 - Oral Warning
- Step 2 - Written Warning
- Step 3 - Written Warning and Suspension Without Pay
- Step 4 - Dismissal

The College fully reserves the right to bypass any of these steps if, in the College's sole discretion, it determines that the severity or repetitive nature of the employee's performance and/or conduct warrants a more severe level of discipline, up to and including immediate dismissal.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 6121  
**Implemented:** March 24, 2009  
**Revised:** April 8, 2014