

ARTICLE 27 - DISCIPLINE

Faculty shall be subject to discipline according to the nature and severity of the offense, for conduct that violates reasonable standards of conduct which include, but are not limited to, the following:

1. Incompetence, negligence or inefficiency in the performance of duty;
2. Conviction of a criminal offense or of a misdemeanor involving moral turpitude;
3. Violation or disobedience of any regulation, order or directive;
4. Insubordination toward supervisors;
5. Violation of any of the College's Policies or Procedures, including the Civility and Mutual Respect policy;
6. Engaging in discrimination or harassment based upon any legally protected status;
7. Attempting to induce any officer or employee of the College to commit an act in violation of any of the College's Policies or Procedures;
8. Excessive absences, tardiness or abuse of leave privileges;
9. Reporting for work under the influence or being at work under the influence of alcohol or illegal or controlled substances. Being in possession of alcohol or illegal or controlled substances during working hours and/or the sale or use of same during working hours and/or on College property;
10. Theft, misplacement, or misuse of equipment, material, property or money of the College, the public, or of other employees;
11. Falsification of official documents;
12. Failure to report for duty after a leave of absence has expired;
13. Unauthorized release of confidential information;
14. Violating safety rules or accepted safe practices;
15. Possession of weapons or firearms during working hours and/or on College property at any time; and
16. Conduct, whether on or off the job, that adversely affects the employee's ability to either appear at work or to perform assigned responsibilities in a proper and usual manner; or conduct that adversely affects the ability of the College to carry out its assigned mission.

A written oral warning and written reprimand may be appealed in writing to the Provost or his/her designee whose decision is final. The employee may submit a written rebuttal to the College's final decision. Such rebuttal shall be part of the employee's personnel file.

The appeal process for a suspension or dismissal is addressed in Article 8 Grievance and Arbitration Procedure.

The pre-disciplinary process is set forth in Board Policy 2460, Suspension, Dismissal, or Non-Renewal of Contracts of Instructional Staff.