

Policy No.: 5004

Board Approved: September 21, 2004

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Employee Guidance and Progressive Discipline

~~Hagerstown Community College will address issues relating to unsatisfactory work performance and inappropriate behavior through corrective guidance and if necessary disciplinary action. The objective of this policy is to create and maintain a productive and responsive workforce, and to assist in the success of the employee on the job.~~

~~Disciplinary actions, when they occur, should focus on affirmative efforts at rehabilitating employees by discouraging them from continuing unsatisfactory job performance or repeating past inappropriate behavior. Therefore, managers and supervisors should provide information and feedback to employees concerning their performance/behavior and alert them to areas of concern or issues that require improvement.~~

Hagerstown Community College strives to create a safe work environment with clear expectations that uphold accountability for individual conduct and address behaviors that disrupt that environment. When appropriate, an employee will be given the opportunity to correct the conduct or behavior by working with their direct supervisor through informal resolution.

If the misconduct continues, disciplinary action will be taken in a timely manner and in accordance with due process rights as defined in this Policy and Procedures. Disciplinary action may be progressive depending on the severity of the misconduct, and may take the form of a written warning, disciplinary suspension with or without pay, or separation from employment.

This Policy applies to misconduct related to violation of College policies and procedures, local, state and federal laws, adherence to work schedules and attendance, appropriate standards of conduct, and ethical and professional behavior.

The College reserves the right to immediately dismiss an employee in cases the College deems to be extreme misconduct.