

*Policy No.: 5006  
Board Approved: July 1993  
Revised: June 18, 2024*

## **Employee Discipline, Due Process and Appeal Policy**

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The College strives to create a safe work environment with clear expectations that uphold accountability for individual conduct and address behaviors that disrupt the work environment.

When appropriate, an employee will be given the opportunity to correct their conduct working with their direct supervisor through informal resolution.

The employee may voluntarily access the Employee Assistance Program (EAP) services offered by the College for assistance in addressing issues related to misconduct. When appropriate, EAP referral may be formally recommended or mandated.

Appropriate disciplinary action up to and including termination will be taken in a timely manner and in accordance with due process as outlined in the Employee Handbook.

The College reserves the right to immediately dismiss an employee as deemed appropriate. All termination decisions require review by the Executive Director of Human Resources to ensure due process rights are afforded.

The employee has a right to appeal decisions of discipline as outlined in the Employee Handbook.

*This policy was also revised on September 21, 2004.*