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pending*

Dismissal of Employees

Employee Discipline, Due Process and Appeal Policy

~~It is the policy of Hagerstown Community College that employment may be terminable by either the employee or the College. Terminations by the College can include, but are not limited to, the following general categories: (1) for unsatisfactory job performance, (2) for unacceptable behavior or misconduct, or (3) as a result of reduction in force. All terminations require review by the Director of Human Resources and/or the President of the College.~~

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.