

Employee Guidance and Progressive Discipline

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 information resolution.

If the misconduct continues, the 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.