

Policy: 5.50

Progressive Discipline

Purpose

To provide supervisors/managers with a consistent and fair process for handling disciplinary matters and to help employees correct the issues to become successful and productive.

Scope

This policy applies to all employees. The policy will not conflict with any provisions outlined in the Master Contract.

Policy Statement

Where appropriate and effective, Kansas City Kansas Community College (KCKCC) will engage in progressive discipline to address situations where an employee demonstrates unacceptable conduct and/or performance. The purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for improvement in future performance.

Although employment is based on mutual consent, both the employee and KCKCC have the right to end employment at will, with or without cause or advance notice.

Progressive discipline is not applicable in every instance where discipline action is warranted. If an employee's violation of work expectations or policies involves gross misconduct, the employee may not be eligible for progressive discipline and instead will be subject to more serious discipline action, up to and including immediate termination. The progression of disciplinary steps which will be followed may vary at the sole discretion of KCKCC and will not necessarily be limited to those actions listed in this policy.

The progression of steps of discipline may include any or all of the following:

1. **Counseling and Verbal Coaching:** Counseling and a verbal coaching are discussions by the supervisor with the employee regarding their behavior. The supervisor is expected to clearly describe the expectations and steps the employee must take to resolve or improve the performance. The discussion should be documented but should not be sent to Human Resources (HR) to place in the employee's personnel file.
2. **Written Warning:** A written warning involves formal documentation of the behavior. The immediate supervisor will meet with the employee to review any additional incidents regarding performance and or conduct as well as any prior relevant discussions regarding corrective action. The supervisor will outline the consequences for the employee if there is continued failure to meet the performance or conduct expectations. The documentation will be submitted to HR to be placed in the employee's personnel file.

3. **Final Written Warning:** A final written warning will be issued if the supervisor has determined that the behavior has not improved. The supervisor will meet with the employee to review any additional incidents regarding performance and or conduct as well as any prior relevant discussions regarding corrective action. The supervisor will outline the consequences for the employee if there is continued failure to meet the performance or conduct expectations. The documentation will be submitted to HR to be placed in the employee's personnel file.

Termination of Employment: The last and most serious step in the progressive discipline process is a recommendation to terminate employment. Generally, KCKCC will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning prior to proceeding to a recommendation to terminate employment. However, KCKCC reserves the right to combine and skip steps depending on the circumstances of each situation.

Supervisor's recommendation to terminate employment must be approved by HR and the Cabinet member for the division.

There may be circumstances when one or more steps are repeated or skipped or an employee may be placed on administrative leave pending an investigation. Supervisors are required to contact HR to review any written disciplinary actions prior to being issued.

By using the discipline steps, we hope that most employee issues can be corrected at an early stage, benefiting both the employee and KCKCC.

Board Approved: 6/18/2019