

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 1092

TITLE: CORRECTING THE ACTIONS OF CAREER SERVICE AND PROFESSIONAL
STAFF EMPLOYEES

BASED ON POLICY: 1.09 GRIEVANCE PROCEDURES

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE
SERVICES/HUMAN RESOURCES

I. Purpose:

To establish a system for correcting the actions of career service and professional staff employees that is uniform and progressive in nature. In this procedure, the term "career employee" is used to refer to regular career service and professional staff employees

II. Procedure:

- A. All corrective (disciplinary) action taken toward a career employee shall first be coordinated with the director, human resources. His/her advice/recommendation shall be binding upon the supervisor to implement. This recommendation, however, may be appealed by the supervisor to the president of the College for his/her decision. This centralization is to ensure that the application of corrective action is as consistent as possible among all career employees.
- B. The following factors will be considered by the career employee's immediate supervisor prior to making a specific recommendation for corrective action to the director, human resources:
 - 1. The seriousness and circumstances of the particular offense
 - 2. The past conduct record of the employee
 - 3. The employee's length of service
 - 4. The lapse of time since any last misconduct for which disciplinary action was taken
 - 5. Whether there are mitigating or aggravating circumstances connected with the breach of rule or offense
 - 6. The College's practice in similar cases in the past

- C. The immediate supervisor will make notes of all corrective action taken by himself or herself with respect to a career employee. The notes should include the following: who, what, where, when and why.
- D. The normal steps that will be taken by the College in correcting career employees' behavior is as follows:
1. Counseling, telling the employee what he or she did wrong; what policy, procedure, etc., was violated; and advising the employee of the impact of this violation (i.e., why it must be followed). Expected behavior or performance and reasonable timeline for change should be clarified at this initial session.
 2. A verbal "reprimand" by the supervisor. A written note shall be made of the incident indicating the nature of violation, date, and supervisor's name. The note should include the following: who, what, where, when and why. The note shall be kept by the supervisor and reviewed when completing the individual's next annual evaluation.
 3. A written reprimand signed by the supervisor or the director, human resources and given to the employee at work (copy submitted to employee personnel file). The employee must sign and date this reprimand to ensure clear understanding of the issues and consequences of future errant behavior.
 4. A three-day suspension without pay with an accompanying letter indicating that such further behavior will result in further disciplinary action (copy submitted to employee personnel file). In this same letter, the employee will be advised of the two remaining steps in the procedure that could happen should he/she not correct his/her behavior.
 5. A seven-day suspension without pay with an accompanying letter sent to the employee's home indicating that such further behavior will result in termination of employment (copy submitted to employee personnel file).
 6. Recommendation of termination of employment with an accompanying letter sent to the employee's home (copy submitted to employee personnel file).
- E. Situations may arise in which the normal steps listed in D. may be accelerated. This may be done at the discretion of the director, human resources.
- F. When a suspension is warranted under the provisions of this procedure, the director, human resources shall seek the necessary approval of the president beforehand. In the course of seeking this approval, the director, human resources shall apprise the president of the facts surrounding the situation

and leading up to this suggested course of action. This shall be done in writing.

- G. An employee who violates the same or comparable rule, regulation, etc., shall normally advance from one corrective step to another. What step a career employee advances to shall be determined by the director, human resources in conjunction with the immediate supervisor after all relevant facts have been examined. The director, human resources may call certain employees in order to discuss the circumstances surrounding the violation in an effort to determine the appropriate corrective action.
- H. In the event that an individual disagrees with a corrective action being taken, the employee may file a grievance in accordance with the South Florida State College grievance procedures, see Procedure 1091.

I. Offenses

Below are examples of some of the offenses that may lead to disciplinary conferences, official warning notices, probation, suspension, and/or possible termination of employment (this is not a complete list):

1. Being out of the work area without specific, authorized purpose
2. Solicitation on College premises of employees for membership in, or donations for, organizations without the specific approval of the president, appropriate vice president, or Office of Community Relations and Marketing
3. Acts that disrupt or interfere with the administration or functions of the College
4. Inefficient performance of assigned duties
5. Careless use of College property or damage to College property due to negligence
6. Threats or physical actions against another employee, student, or visitor
7. Refusal to maintain standards of dress, personal grooming, or cleanliness which are deemed reasonable and safe for the position held
8. Charging personal telephone calls to the College billing system or personal use of the College's postal or duplicating services
9. Failure to report an on-the-job injury
10. Willful violation or disregard of state statutes, state board regulations, or College policies and procedures

The following are representative of some of the causes for immediate termination of employment. They are not listed in order of severity or seriousness (this is not a complete list):

1. Theft - unauthorized removal, possession or use of property belonging to, or in the care of, the College, including long distance telephone calls and personal use of the College's postal or duplicating services
 2. Sleeping during assigned duty hours
 3. Repeated tardiness or absenteeism, absences without reasonable cause, and failure to notify the College of absence within one hour of the start of the scheduled work period, with the exception of an emergency
 4. Committing acts of violence - fighting on College premises
 5. Insubordination - refusal to perform work as directed or willful neglect of duty
 6. Gambling or conducting other games of chance on College premises
 7. The use of intoxicants or non-prescription habit-forming drugs on College premises
 8. Loaning or permitting the unauthorized duplication of College keys
 9. Possession of firearms, weapons of any kind, or explosive materials on College premises without proper authorization
 10. Falsification of personnel, medical, or other records; omission of pertinent facts requested, or giving false testimony
 11. Violation of a serious safety rule
 12. Sabotage
 13. Use of alcohol or drugs at any College facility
- J. In the context of any letter to the employee announcing a period of suspension, will be included a statement apprising the employee of the corrective action that could be taken in the future should further action be warranted.
- K. Employees who are selected to testify in the course of fact-finding efforts as provided under a South Florida State College District Board of Trustees policy or procedure, shall be required to present all information known to them and requested of them.

- L. Any actions to intentionally withhold or willfully alter the information requested/presented shall be considered insubordination. The matter shall then be referred to the director, human resources for handling.
- M. If the president decides to reinstate a career employee who has been suspended pending termination, then that employee may receive back pay for time lost. This will be done at the discretion of the president.

HISTORY: Last Revised: 11/5/19

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