



FINAL POLICY

Policy Name	Progressive Counseling
Policy Category	Choose an item.
Policy Sub-Category	Choose an item.
Responsible Department	Human Resources
Policy to be Approved By	Cabinet
Responsible VP	Vice President of Administrative & Financial Services
Responsible AVP or Director	Director of Human Resources
Original Policy Date	Click or tap to enter a date.
Last Known Revision Date	Click or tap to enter a date.
Date of Policy Review:	Click or tap to enter a date.
Policy Applies To	Choose an item.
Recommended Policy Review Date	Click or tap to enter a date.
Additional Authority/References	

Policy Purpose

Decision

Approved

Rejected

Tabled or Further Review Needed

Comments:



Policy

Progressive Discipline

It is the policy of Albright College to provide guidelines and assistance to employees to meet the stated standards of the College. To that end, the College may utilize the practice of a Progressive Discipline system to hold employees accountable for policy or performance deviations, to improve their performance and to further their professional development. Failure to meet stated standards or follow College work rules may result in progressive discipline, which includes the following steps: verbal warning (documented), 1st written warning, 2nd written warning with possible suspension, and finally termination. During these steps, a Performance Improvement Plan (PIP) may be initiated with the employee, if applicable, and with the approval of the divisional Vice President and the Director of Human Resources

Supervisors shall monitor performance on a continuous basis and provide informal and formal coaching, counseling, and documentation (in the form of performance evaluations, documentation of conversations, warning notices, and other written materials documenting performance issues) to an employee as needed.

Under certain circumstances, the progressive discipline process may be circumvented or shortened based on the severity of the infraction. Some of these instances where immediate termination may result are listed below.

Steps to Disciplinary Action

- Verbal Warning – documented in writing by the appropriate management personnel and in consultation with the Office of Human Resources. A copy of the documented verbal warning should be sent to the Office of Human Resources.
- 1st Written Warning – documented in writing by the appropriate management personnel and signed by the employee. A copy of the written and verbal warning document should be sent to the Office of Human Resources.

- 2nd Written Warning plus Suspension – documented in writing by the appropriate management personnel and signed by the employee. A copy of the written and verbal warning document should be sent to the Office of Human Resources. To be determined by the appropriate management personnel in concert with the Director of Human Resources. Suspension will be without pay, and can be 1-3 days depending on the severity of the infraction.
- Termination – to be determined by the appropriate management personnel in concert with the Director of Human Resources.

Gross Misconduct/Termination for Cause

The following misconduct demands disciplinary action, up to and including termination of employment.

1. Falsification of College records, including employment applications, time or medical records, or the recording of anyone's time but your own or the granting of permission to another employee to record your time;
2. Deliberate destruction or defacing of College property, or the property of a fellow employee;
3. Fighting or provoking a fight on College premises;
4. Assaulting, threatening, intimidating, coercing or interfering with fellow campus community members, including supervisors, fellow employees and students;
5. Possession of weapons while on College premises;
6. Unauthorized removal or alteration of College records or release of confidential information, dishonesty, bearing false witness;
7. Theft or misappropriation of money or College property;
8. Gross negligence;
9. Willful misconduct;
10. Insubordination;
11. Engaging in criminal conduct, regardless of whether such conduct is related to job performance;
12. Dishonest actions toward others, misrepresentation of facts that result in a negative impact and willful malice toward others;
13. Blatant disregard for safety guidelines in conjunction with assigned duties;
14. Behavior that creates the potential for accident and/or injury to self and others while creating potential liability to the College;
15. Consumption of alcohol, use of illicit drugs during the work day.

The misconduct described above shall in no event be inclusive of all forms of misconduct requiring disciplinary action, and determination of such shall be in the College's sole and absolute discretion, and in concert with the College's "at will" status of all employees.

Involuntary Termination

If the individual fails to meet acceptable standards of performance within the period designated by the supervisor, and if in the judgment of the supervisor, dismissal is warranted, a final meeting shall be held. Prior to conducting the final meeting, however, the supervisor shall review the situation with the appropriate Vice President or their designate and the Director of Human Resources and obtain concurrence on the determination. At the final meeting, the supervisor shall review the manner in which the employee has failed to meet acceptable standards of performance and specify a date of termination.

Employees who are involuntarily terminated, except for reasons of gross misconduct, the employee will remain eligible for accrued but unused vacation payout.

Immediate Dismissal

If an individual is guilty of a major act of misconduct, or when continued employment is contrary to the best interests of the College, the supervisor and/or the appropriate Vice President shall recommend immediate dismissal to the Director of Human Resources.

If an employee is terminated for cause, the employee is not eligible for payout of accrued but unused vacation time.

Revision Log

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