

# Rock Valley College

## Employee Discipline

### RVC Administrative Procedure (3:20.070)

#### A. Purpose

As outlined in Board Policy 3:20.070, the College recognizes that the preferred desired outcome of disciplining any employee is a positive change in the employee's performance and/or conduct. Therefore, the College may utilize any of the progressive disciplinary options, as outlined by this administrative procedure. Progressive discipline is a structured approach to managing employee performance and conduct issues. Its primary purpose is to provide employees with an opportunity to correct their actions based on inadequate performance, or unprofessional conduct in relation to Law, Policy, and/or Safety. This process allows the employee to understand their shortcomings and provides them guidance towards improvement. The goal is not only to address the immediate concerns but also to foster long-term improvement. Throughout this process, it is expected to maintain a clear record of steps taken to address a concern or issue. Per Board Policy 3:20.070, the College fully reserves the right to bypass any steps in the progressive discipline process if, in the College's sole discretion, it determines that the severity or repetitive nature of the employee's performance and/or conduct warrants a more severe level of discipline, up to and including immediate dismissal.

#### B. Department and Primary Point of Contact Involved

Department: Human Resources (HR)

Point of Contact: Human Resources Business Partner (HRBP)

#### C. Definitions

**Documentation:** Involves keeping detailed and accurate records of all inadequate performance, inappropriate behavior, disciplinary actions, performance evaluations, and related communications.

**Performance Issues:** Deficiencies in an employee's work output or quality that fails to meet department or organizational standards and/or expectations.

**Conduct Issues:** Unprofessional actions or attitudes that violate College policies or standards of conduct. This could include disruptive behavior or insubordination.

**Concerns:** General or broad worries that arise in the workplace. These can be considered early warning signs that something may need attention.

**Issues:** Specific, identifiable problems that need to be addressed. These typically need immediate action or resolution.

**Warning:** Notice given to any Staff Employee regarding their behavior or performance that does not meet the College's expectations or policies.

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**Reprimand:** Notice given to a Faculty Employee regarding their behavior or performance that does not meet the College's expectations or policies.

**Paid Suspension:** The employee receives a paycheck but is not allowed to work or be on the campus grounds. The employee's access to the College's IT system and any use of College technology will be temporarily suspended while an investigation is in place.

**Unpaid Suspension:** The employee does not receive a paycheck during the suspension period, and is not allowed to work or be on the campus grounds. The employee's access to the College's IT system and any use of College technology will be temporarily suspended while an investigation is in place.

**Appeal:** An action by a Fraternal Order of Police Employee or Support Staff Association Employee to provide evidence or arguments to counter or disprove a statement or claim.

**Petition:** An action by a Faculty Employee to provide evidence or arguments to counter or disprove a statement or claim.

**Rebuttal:** An action by an Administrative Employee, Professional Staff Association Employee, or Educational Support Personnel to provide evidence or arguments to counter or disprove a statement or claim.

**Dismissal:** An action by the organization by which an Faculty Employee or Support Staff Association Employee is involuntarily terminated from employment

**Discharge:** An action by the organization by which a Fraternal Order of Police Employee is involuntarily terminated from employment.

**Notice of Termination:** An action by the organization by which any Staff Employee is involuntarily terminated from employment.

## D. Procedures

If a concern arises, the supervisor, of the employee, must create and maintain a pathway of documented direct discussion with their direct report. If an employee is not adequately performing their duties, or if an infraction has occurred in violating Law, Policy, and/or Safety, a supervisor may utilize progressive discipline.

1. Before issuing disciplinary measures, supervisors must first seek out guidance from the head of their department and ensure they are informed of the situation. If guidance from their leadership results in a recommendation to pursue formal disciplinary measures, the supervisor must seek assistance from their assigned HRBP of their division.

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2. The HRBP will then gather information, investigate as deemed necessary, and share the findings with HR's leadership chain of command to prepare a recommendation.
3. HR will recommend an appropriate course of action based on the objective findings, severity of the infractions, if any, and consider how similar situations have been resolved historically, in accordance with the RVC Employee Handbook and respective Collective Bargaining Agreement (CBA).
4. Supervisors will consider the consultation from HR and receive the final approval or denial of the next steps from their leadership chain of command. Please note that any formal issuance of disciplinary measures will temporarily suspend the employee's eligibility to Remote Work for at least 16 weeks following the delivery of disciplinary action.

## **E. Disciplinary Measures**

Before implementing disciplinary measures, it is recommended that concerns attempt to get resolved with non-disciplinary measures. If an employee has demonstrated minimal to no improvement in their performance or conduct, this can justify the necessity for disciplinary measures. Implementing disciplinary measures ensures that all employees are treated equitably and consistently after attempts of informal resolution to the concerns have been exercised. These measures focus on fostering a culture of accountability, where employees understand the consequences of their actions and are motivated to meet expectations, ultimately leading to improved productivity and employee morale by encouraging employees to actively correct any issues that arise.

### **Performance Improvement Plan**

A Performance Improvement Plan (PIP) is a formal document used by employers to help an employee improve their conduct or performance in specific areas.

### **Verbal or Written Warning/Reprimand**

A verbal or written warning/reprimand is an effective tool for addressing issues and can often prevent the need for more severe disciplinary action.

### **Final Written Warning/Reprimand**

A final written warning/reprimand is a serious step in the disciplinary process used by employers when an employee's conduct or performance has not improved despite previous warnings or the severity of their actions justify the corrective action.

### **Notice of Paid/Unpaid Suspension**

The possible step of paid/unpaid suspension will be utilized case-by-case.

### **Dismissal/Discharge/Notice of Termination**

Termination of employment is executed when there is a severe violation of Law, Policy, and/or Safety or when all previous steps have failed to improve the employee's performance and/or behavior.

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## **Appeal/Petition/Rebuttal**

Per the RVC Employee Handbook or respective Collecting Bargaining Agreement (CBA), employees may choose to prepare a written appeal/petition/rebuttal to any disciplinary measure document and submit to Human Resources.

## **F. Related Resources**

[Resources for Supervisors](#)

[Employee Handbook](#)

[Collective Bargaining Agreements](#)

[Policies & Procedures](#)

**Reference:** Board Report 6121

**Implemented:** March 24, 2009

**Revised:** November 17, 2025