



Progressive Discipline Actions Campus Procedure 409.0 General Policy

I. Purpose and Scope

The purpose of this policy is to define a structured process for correcting single and repeat episodes of employee failure to observe and comply with rules and/or to meet specific workplace expectations for conduct. The goal of progressive discipline is to correct the behavior, retain employees, and improve an employee's performance while at the same time documenting the corrective efforts of the employer.

This policy applies to staff and administration of the University of Arkansas Community College at Batesville (UACCB); however, with respect to the College's computer and technology related policies, this policy applies to all employees, including faculty.

Progressive discipline actions are not applicable in every instance where disciplinary action is warranted. If an employee's violation of University work rules or policies involves gross misconduct, violation of law, dishonesty, workplace violence, or significant risks to UACCB operations or the safety and well-being of one-self, the employee may not be eligible for progressive discipline and instead will be subject to more serious disciplinary action, up to and including immediate termination. Actions requiring more serious disciplinary action (and not the progressive discipline actions) may vary at the sole discretion of the University and will not necessarily be limited to those actions listed in this policy. Not all actions which might warrant more serious disciplinary actions are specifically included in this policy.

All disciplinary actions must be taken without regard to race/color, sex, gender, pregnancy, age, national origin, disability, religion, marital or parental status, protected veteran or military status, genetic information, sexual orientation, gender identity or any other characteristic protected under applicable federal or state law.

Proper documentation is essential to each level of progressive discipline outlined below.

II. Definitions

Misconduct is a violation of standards of conduct, behavior, attendance, and job performance consistent with the requirements of the position; violation of federal or state laws; or any other policies applicable to employees of UACCB.

Performance Improvement Plan (PIP) is a tool to give an employee with performance deficiencies the opportunity to succeed. It may be used to address failures to meet specific job goals or to improve behavior-related concerns.

Progressive Discipline is a step-by-step process designed to modify and improve unacceptable employee behaviors.

III. Procedure

Many situations may be resolved through oral/verbal counseling and discussion with the employee; however, some incidents may be severe enough to merit a written warning, final written warning, or termination. A disciplinary action may begin at any level dependent upon the severity of the incident. If you need support with determining the appropriate level or next steps, please contact Human Resources.



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UACCB has adopted a 4-step progressive discipline method.

1. **Oral/Verbal Warning:** In general, this is the first step in progressive discipline typically used to document first-time occurrences of minor offenses or misconduct. The manager should discuss with the employee the nature of the problem or the violation of policies and procedures. The manager is expected to clearly describe expectations and steps the employee must take to improve his or her performance or resolve the problem. Documentation of the counseling will be recorded by the manager, but will not become part of the employee's personnel file, unless further action is taken.
2. **Written Warning:** A manager may issue a written warning upon a subsequent occurrence of the same, similar, or related infraction that resulted in a verbal warning. A disciplinary action may also begin at this level dependent upon the severity of the incident.
3. **Final Written Warning:** A manager may issue a final written warning upon a subsequent occurrence of the same, similar, or related infraction that resulted in earlier disciplinary actions. A disciplinary action may also begin at this level dependent upon the severity of the incident. A final written warning may include a suspension with or without pay or placement of the employee on a Performance Improvement Plan.
4. **Termination:**
A manager may initiate termination of an employee if the employee fails to correct their behavior, misconduct, or substandard performance after previous corrective action has been issued. A disciplinary action may also begin at this level dependent upon the severity of the incident. The manager should contact Human Resources to determine steps for termination.

Employment may be terminated based on progressive discipline within a 12-month period or based on the severity of a single incident.

IV. Related Information

UACCB 340.1 – Time and Attendance Policy
UABOT 405.4 – Termination of Employment
UABOT 405.6 – Termination and Eligibility for Rehire
UASYS 405.6 – Termination of Employment

V. Revision History

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