

LAKE-SUMTER STATE COLLEGE

BOARD RULE

TITLE: Performance Standards and Progressive Discipline **NUMBER:** 5.08

AUTHORITY: Florida Statutes 120; 1001.64 (18) **PAGE:** 1 of 2

DATE ADOPTED: 6/17/08

REFER TO PROCEDURE NUMBER PRO 5-15, 5-25

The District Board subscribes to the principle of establishing employee performance standards necessary for ensuring the success of the College.

Subsequently, the District Board also subscribes to the use of discipline for correcting employee's unacceptable performance and misconduct.

Employee discipline, however, is an action that is to be undertaken with care, objectivity, and with full consideration of the rights and interests of both the employee and the College. Such discipline will normally be issued in a progressive manner dependent upon the facts and circumstances of each case. However, certain offenses or violations may be serious enough to warrant immediate suspension or termination. Penalties when imposed will be established dependent upon the seriousness of the offense and any aggravating or mitigating circumstances, or as otherwise required by law.

1. Performance Standards

The President shall ensure that appropriate standards of performance exist to support the College's mission and goals. These standards of performance are key for effectively leading and managing employee performance. Appropriate standards of performance include rules of conduct, general performance standards, code of ethics, employee job descriptions, job performance expectations, and other associated procedures as may be deemed necessary for effective performance management. These standards and procedures are examples and shall not be considered an all-inclusive list. Standards of performance shall be in writing and provided to employees.

Corrective and appropriate disciplinary action shall be taken by management when employee performance standards violations or offenses occur. To enable the application of consistent and appropriate discipline with corrective action, the President will ensure a progressive discipline system is used when employee performance standards violations occur.

2. Violation of Performance Standards

When an employee violates a performance standard, the supervisor or delegate will clearly and specifically communicate to the employee the violation, its impact on the organization and the disciplinary action. Any disciplinary action levied for a particular offense will be based on the facts and seriousness of the specific situation, take into consideration all extenuating circumstances, and exercise appropriately progressive discipline. Also, should further violations occur, the use of more severe discipline or penalties will be dependent upon the specific circumstances surrounding the particular incident, and in keeping with the following progressive discipline model.

3. Progressive Discipline Model

Progressive discipline shall be administered appropriately dependent upon the facts and circumstances of each case. Progressive discipline will consist normally of four (4) stages executed through an employee discussion of the performance violation resulting in:

- 1) An oral reprimand
- 2) A written reprimand
- 3) A probation or suspension and/or written warning
of possible termination
- 4) A discharge/termination of employment

(See Procedure 5-25 Progressive Discipline for details of each stage.)

4. Administration of Disciplinary Action

The President may delegate authority to administer disciplinary action. The President or designee must be advised of a recommendation for suspension and will implement an employee's suspension or termination in writing. Per Rule 5.03, only the President or designee may suspend or terminate an employee.

5. Right to Grieve Disciplinary Action

With the exception of those employees on new hire probation, employees who are disciplined under this rule shall have the right to file a grievance. The grievance must be filed within ten (10) work days of the disciplinary action established.

(See Procedure 2-10 Grievance Procedures for details.)

Instead of exercising the College's grievance procedure, continuing contract faculty may choose to exercise their rights to an administrative hearing in accordance with the guidelines of Florida Statutes 120 Administrative Hearing.

History: New - 3/13/74
Amended - 2/15/84, 6/19/96, 6/17/08
Authority Reviewed – 2/28/05