

D.9.1 (Policy) Progressive Discipline

Responsible Department: Human Resources

Board Adoption: 4-28-09

Last Board Action: 4-28-09

Last Amended: 1-13-10

The goal of the College District's disciplinary program is to improve the employee's work performance and to ensure conformance with established work rules. It is, therefore, the philosophy of the College District that disciplinary action should be corrective, rather than punitive. Progressive discipline allows for employees to be informed of changes required for their performance or behaviors and to be provided with opportunities to correct those situations.

Probationary non-faculty employees may be subject to termination prior to the end of their 90-day probationary employment period without progressive discipline. With the exception of probationary non-faculty employees, the College District shall practice progressive discipline except where an employee commits an act for which an employee is subject to termination upon first offense (see [D.9.1.1](#)).

The Chancellor shall develop and implement procedures for progressive discipline, which may include a separate list of infractions and resulting disciplinary actions for tenured and non-tenured faculty, administrators, and for professional, classified, and other employees.

Procedure [D.9.1.1](#) Progressive Discipline: Non-Tenured Employees