

Reading Area Community College

Policy No. 865

Title: Conduct in the Workplace

Effective Date: 6/13/18

Overview

This policy is intended to outline Reading Area Community College's position on administering equitable and consistent corrective action for unacceptable conduct in the workplace. The College's own best interest lies in providing equitable treatment of all employees and in assuring that corrective action is prompt, uniform and appropriate.

Employees are expected to observe certain standards of job performance and good conduct. When performance or conduct does not meet College standards, the College will endeavor, when it deems appropriate, to provide the employee a reasonable opportunity to correct the deficiency. If, however, the employee fails to make the correction, he or she will be subject to corrective action, up to and including termination of employment.

Corrective Action

It is the College's mission to take a constructive approach to unsatisfactory performance or behavior to ensure that actions, which would interfere with operations of the College or performance of an employee's job responsibilities are not continued. Violations of the rules of conduct and RACC policies as contained throughout the Handbook and other sources and policies such as Electronic Media Use policies may result in corrective action ranging from a verbal warning through termination of employment. Corrective action may commence at any level of the process depending on the severity of the circumstances and the number of violations. Documentation of disciplinary action will be placed in the employees personnel file and/or maintained per the terms or conditions of the applicable bargaining agreement or College policy.

Although employment with RACC is based on mutual consent and both the employee and the College have the right to terminate this relationship, the College may use progressive discipline at its discretion and subject to the terms and conditions of any applicable bargaining agreement and College policy.

SOURCE/LEGAL REFERENCE: HR-17-05

RELATED POLICIES/REGULATIONS:

BOARD OF TRUSTEES HAS REVIEWED AND REAFFIRMS: 6/13/18

SUPERCEDES: E-02-8 DATE: 5/14/03