

<b>Title:</b> Staff Progressive Discipline	<b>Number:</b> 6.15	Page 1 of 1
	<b>Related Procedure?</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
<b>Legal Citation (if Applicable)</b>	<b>Board Approval/Revision:</b> 18 June 2014 Revised 01 September 2016	

Colorado Mountain College recognizes the need to assist employees to improve poor and declining job performance, time and attendance issues, behavioral issues or policy violations. The College ordinarily follows a progressive discipline plan to correct these problems.

Violations that are sufficiently serious may result in the suspension of the normal progressive disciplinary process. In these instances, any step in the progressive disciplinary process may be used, including dismissal.

In normal circumstances, the employee’s immediate supervisor will administer the initial disciplinary action. Appropriate actions will be determined based on the seriousness of the offense, the circumstances under which it occurred, prior problems, duties of the employee, and the employee’s overall work history with the College. This policy does not limit the College from taking actions other than those provided in this section.

The forms of disciplinary action are:

1. Verbal counseling/warning
2. Written warning
3. Performance Plan (documented performance issues)
4. Suspension (optional at the discretion of the supervisor and upon prior approval by the Human Resources department).
5. Dismissal

The Human Resource department should be consulted when the supervisor determines that disciplinary action with an employee is necessary.