

**Approved By:** President

**Date Approved:** not available

**Effective Date:** not available

1. **Summary:** This policy establishes general disciplinary steps for employee misconduct.
2. **Rationale:** This policy is necessary to ensure consistent, equitable, and fair disciplinary procedures for employee misconduct.
3. **Entities Affected:** employees
4. **Definitions:** not applicable
5. **Policy:** Employees of Criswell College, both on and off campus, should conduct themselves in a manner that complements the values and standards upon which the College was founded. Employees are subject to disciplinary measures up to and including termination for reasons including, but not limited to, the following: absenteeism/tardiness, unacceptable job performance, misconduct, insubordination, theft, assault, sexual harassment, violation of substance abuse or equal employment opportunity policies, or any conduct which reflects negatively on Criswell College as a Christian ministry.

### General Disciplinary Steps

Criswell College is committed to the success of its employees and will seek to remediate any performance problems in a manner that honors the values of the College while fulfilling the responsibility of stewardship for College resources.

- a. Where possible, Criswell College will endeavor to correct minor performance or discipline problems by bringing the problem to the employee's attention through verbal counseling. Written documentation regarding such a conversation between a supervisor and employee will include: the date(s), the facts of the situation, standard(s) to be met, time period for improvement, follow-up date(s), and consequences for failing to meet the standard(s). Any documentation of verbal counseling and coaching is kept on file by the employee's supervisor.
- b. When verbal counseling is insufficient to bring about improvement in an employee's performance, or the nature of the conduct involved warrants more formal intervention, a written warning may be issued to the employee. In a written warning, the supervisor formally notifies the employee of the problem(s), standard(s) to be met, action plan for improvement, time period for improvement (usually 30-90 days), and the consequences of failing to meet the standards. A copy of this document will be forwarded to the President and the Director of Human Resources to be included in the employee's personnel file.
- c. If the above steps do not result in significant and consistent improvement in an employee's job performance, the employee may be discharged from employment. Progressive discipline is not required by this policy, however, and some misconduct is serious enough to warrant immediate termination.

In cases where termination is appropriate, the supervising Vice President, Chief Financial Officer, and President will review the facts and available options. The supervising Vice President will then meet with the employee for the purpose of termination. The meeting will be documented, and a copy placed in the employee's personnel file.

Leaves of absence may be appropriate in cases where time is needed for an investigation of the facts or where the employee's presence may be disruptive to the work environment. This decision expressly belongs to the President, in consultation with the Chief Financial Officer and the immediate supervisor. Based on the circumstances, the leave of absence may be paid or unpaid.

### **Responsibility**

The immediate supervisor is responsible for implementing day-to-day disciplinary measures including the documentation of verbal counseling and written warnings. The Chief Financial Officer should be consulted before a written warning is issued.

More serious disciplinary steps are available including: leave with or without pay and termination. The President will make the final decision on those cases warranting such discipline.

### **6. Procedure:**

- a. Implementation:** not applicable
- b. Responsibility for Compliance:** Chief Financial Officer
- c. Notification:** This policy will be posted on the College's website and will be published in its entirety or in summary in the College's *Employee Handbook*.
- d. Policy Review:** This policy will be regularly reviewed according to the College's policy review procedure.

For the Office of the President only:

Policy version: 1.0

Policy number: 2.056

Related policies:

### **Policy History**

Version 1.0

Not Available