

**Disciplinary Action, 2.23(a)**  
**Chapter 2: Personnel**

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**Purpose:**

In alignment with the Disciplinary Action 2.23, this procedure outlines the steps involved in administering disciplinary action to ensure clarity and consistency.

**I. Examples of Disciplinable Offenses**

The disciplinary action procedure may be initiated for, but not limited to, the following:

- Unsatisfactory Work Performance
- Insubordination
- Behavior and Professionalism Infractions
- Violation of College Policies and Procedures
- Excessive Absenteeism and Tardiness
- Dishonesty
- Neglect of Duty
- Theft
- Sleeping on the Job
- Unlawful possession or use of illicit drugs, a controlled substance, and / or alcohol on college property
- Finding by the Ethics Commission that an employee violated state ethics law
- Falsification of documents
- Endangering the safety of others
- Conviction of a felony or misdemeanor that affects the employee's job duties and / or College students, staff and / or community members.
- Workplace Harassment
- Sexual Harassment
- Discrimination
- Conviction of any violent offenses covered by division (D) of Ohio Revised Code Section 3345.23 which automatically effects discharge from the college, except as provided in division (E) of that section

**II. Progressive Discipline**

The College supports a progressive disciplinary approach, which generally follows the steps below. Depending on the severity of the misconduct, the College reserves the right to forgo one or more steps in the disciplinary process and / or proceed with immediate termination when deemed appropriate.

**a. Coaching:**

Coaching an employee regarding job performance does not constitute discipline but must be documented in writing and maintained by the supervisor in the event evidence of coaching is necessary for imposing discipline.

**b. Documented Verbal Warning:**

A documented verbal warning is the first step in the disciplinary process and provides the employee with notice of the unacceptable behavior. The supervisor must document the verbal warning and supporting information using the Disciplinary Action Form and return the completed form to the Office of Human Resources.

**c. Written Warning:**

A written warning will be issued when the unacceptable behavior continues. Before doing so, the supervisor must consult with the Vice President for Human Resources (VPHR). Together, they will document the concerns using the Disciplinary Action Form and provide it to the employee.

**d. Last Chance Agreement:**

A last chance agreement serves as the final opportunity for the employee to demonstrate sustained improvement. Before issuing the discipline, the VPHR and supervisor will hold a Pre-Disciplinary Meeting with the employee, during which the employee may respond to the allegations. Following any necessary investigation, the VPHR will determine whether the discipline level is appropriate. If appropriate, the discipline will be documented using the Disciplinary Action Form and provided to the employee.

**e. Termination:**

Termination is the final step in the disciplinary process and may occur if earlier steps fail to correct the issue or if the violation is severe enough to warrant immediate action. A Pre-Disciplinary Meeting will be held before termination. The employee will have the opportunity to respond, and any necessary investigation will be completed. If termination is deemed appropriate, it will be documented using the Disciplinary Action Form and shared with the employee. The employee must return all College property and will be separated from employment immediately.

**III. Pre-Disciplinary Meeting**

The pre-disciplinary meeting is an opportunity for the employee to be informed of the alleged violation(s), the evidence supporting the allegation(s), and the level of discipline under consideration. The employee will have an opportunity to present any information they believe the College should consider before a disciplinary decision is made. This meeting is not a formal hearing but rather a chance for the employee to respond. The employee may have one individual present for support; however, that individual may not actively participate in the meeting. Failure to attend the pre-disciplinary meeting without an approved excuse will be considered a waiver of the employee's right to respond.

The VPHR and Supervisor are required to attend the pre-disciplinary meeting. The VPHR has the discretion to invite other senior leaders into the pre-disciplinary meeting as appropriate.

**IV. Administrative Leave**

At the College’s discretion, an employee may be placed on paid administrative leave during an investigation. While on leave, the employee may be required to remain available at a designated location during regular work hours. The duration of leave is determined by the College.

**V. Documentation and Record Keeping**

- All steps beyond coaching must be documented using the Disciplinary Action Form.
- Employees will receive a copy of all disciplinary documentation.
- All Disciplinary Action Forms and supporting documents must be sent to the Office of Human Resources to be retained.

**VI. Probationary Period**

In accordance with Probationary Period Policy 2.13, all employees within their 90-day probationary period are not entitled to the process outlined in this policy.

**Related Policies or Procedures:**

[Disciplinary Action Policy 2.23](#)

[Probationary Period Policy 2.13](#)

Corrective Action Form

**Compliance References:**

<https://codes.ohio.gov/ohio-revised-code/section-3345.23>

**History:**

	<b>Date:</b>	<b>Reason:</b>
<b>Issued:</b>	03/17/2026	Original issue date – Separated procedure from policy
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*This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.*