

Disciplinary Action, 2.23 Chapter 2: Personnel

Responsible Office: Human Resources

Applies to: Faculty and Staff

BOT Approved: 03/17/2026

Policy: The purpose of this policy is to inform Rhodes State College employees of disciplinary measures related to employee misconduct and to ensure clarity and consistency in the discipline process. The College's disciplinary action philosophy is to be positive and progressive.

Guidelines:

I. Definitions

- a. **Employee:** All faculty and staff members who are employed on a regular, annual renewable appointment (including grant funded) who have completed their 90-day probationary period.
- b. **At-will state:** One where either the employer or the employee may terminate the employment relationship at any time, for any legal reason, or for no reason at all—without advance notice or cause.

II. Disciplinary Process:

Disciplinary actions will be administered based on the nature, frequency and severity of the issue. While disciplinary action will generally progress in the form of documented verbal warning, written warning, last chance agreement and termination, any of the progressive steps may be omitted depending on the facts of each situation and the nature of the offense. Disciplinary offenses and actions are outlined in the corresponding Disciplinary Action Procedure 2.23(a).

III. Employment at Will:

Nothing in this Disciplinary Action Policy should be interpreted as a guarantee of continuing employment. Ohio is an at-will state, meaning employment may be terminated by the College or employee without cause or notice.

Related Policies or Procedures:

Disciplinary Action Procedure 2.23(a)

Compliance References: N/A

History:

	Date:	Reason:
Issued:	04/19/1994	Original policy was reviewed and approved by Board of Trustees
Revised:	05/15/2007	
Revised:	04/17/2012	
Revised:	03/17/2026	Minor revisions, separated procedure from policy and moved to new template and chapter number

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.