



ADMINISTRATIVE MANUAL

Discipline

Policy 117

- 1.0 PURPOSE:
To provide guidance on the application of employee discipline.
- 2.0 REFERENCES:
None
- 3.0 POLICY:
A.S.I. employees are subject to disciplinary action for violation of work rules as established by the management of the A.S.I. Each area manager shall be responsible for notifying employees of work rule violations and for recommending appropriate disciplinary action to the Executive Director.
- 4.0 DEFINITIONS:
None
- 5.0 PROCEDURES:
- 5.1 Employees who are observed in violation of work rules shall be notified as soon as possible of the violation by the supervisor. The incident must be documented and a recommendation for corrective action should be forwarded to the A.S.I. Executive Director for review and action.
- 5.2 The Executive Director shall review the incident(s), interview the employee, the supervisor and other pertinent parties to determine the appropriate corrective action to be taken, if any. The supervisor or the Executive Director shall notify the employee in writing of any disciplinary action to be taken. Record of all disciplinary actions shall be placed as record in the employee personnel file.
- 5.3 If there are any performances issues with the Executive Director the A.S.I. President and the Assistant VP for Student Affairs should be notified.
- 5.4 Corrective action (discipline) may include any one or combination of the following, depending upon the situation:
- 5.4.1 Verbal warning
 - 5.4.2 Letter of reprimand
 - 5.4.3 Administrative Leave with pay pending investigation and hearing under Skelly regulations (see Education Code 89538)
 - 5.4.4 Placed on disciplinary or performance probation
 - 5.4.5 Suspension without pay for up to a week
 - 5.4.6 Dismissal from employment
 - 5.4.7 Other appropriate action

- 5.5 Although it is impossible to identify every possible violation of standards of conduct, the following is a partial list of infractions that shall result in disciplinary action up to and including termination:
- 5.5.1 Theft of company property
 - 5.5.2 Misuse of company property
 - 5.5.3 Excessive absenteeism
 - 5.5.4 Failure or refusal to perform the duties of the position
 - 5.5.5 Acts of moral turpitude while at work
 - 5.5.6 Functional incapacity as a result of alcohol or controlled substances
 - 5.5.7 Violation of safety rules
 - 5.5.8 Inability to accomplish work at an effective level
 - 5.5.9 Insubordination, refusal to comply with instructions or failure to perform reasonable and assigned duties
 - 5.5.10 Unauthorized access and/or distribution of confidential information
 - 5.5.11 Use of facility time or equipment for unauthorized purposes or for personal use, removal of A.S.I. equipment/property without written approval
 - 5.5.12 Engaging in practices that are inconsistent with A.S.I. policies or procedures
 - 5.5.13 Harassment and/or discrimination of other employees
 - 5.5.14 Failure to report crimes or any damage or injury to persons or equipment
 - 5.5.15 Securing leave under false pretenses
 - 5.5.16 Sleeping during work hours
 - 5.5.17 Fighting or engaging in horseplay
 - 5.5.18 Performance of work duties negligently or unsatisfactorily
 - 5.5.19 Interference with the work performance of other employees