

Massasoit Community College
Policy and Procedure

Approved: Peter C. Akeke
Director of Human Resources

Effective Date: 07/01/02

Approved: Dr. Charles Wall
CEO/President

Corrective Action Procedures

Procedures outlined in this process shall not be construed to create any additional rights or change any rights in any collective bargaining agreement or the non-unit professional personnel policies handbook.

Progressive disciplinary actions may include, but are not limited to oral reprimand, oral reprimand with notation to the employee's personnel file, formal written warning, suspension with or without pay, demotion and discharge.

Revision Date(s): _____

Procedures

1. All employee disciplinary actions concerning performance evaluations and/or improvement plans, performance or work habits, should be reviewed by the Director of Human Resources or his/her designee to ensure;
 - that all corrective actions are in accordance with applicable collective bargaining language, personnel policy handbooks and Federal and State statutes.
 - That all corrective actions are formally recorded and filed in the employee's personnel folder.
 - That supervisory concerns regarding an employee's performance or work habits have been communicated to them for the purpose of encouraging performance improvement.