

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Discipline Procedures – Career Service (Review with the Director, Human Resources)	<u>Number</u> 419
Related Policy:	Employment – 6Hx20-4.029	<u>Page</u> Page 1 of 1

**I. Purpose**

To provide guidelines to allow supervisors to be consistent when taking disciplinary action. A supervisor contemplating disciplinary action shall review the relevant circumstances with his or her appropriate senior level administrator and the Director, Human Resources, prior to initiating the action.

**II. Procedure**

- A. Prior to taking disciplinary action, the supervisor, department head and/or dean will evaluate the correctness of the action being contemplated and review the proposed action with the Director, Human Resources.
- B. The Director, Human Resources, will review with the senior level administrator or Vice President all disciplinary action including verbal and written reprimands, suspensions, and terminations.
- C. After the final review, all recommendations for suspension or termination shall be submitted to the President for action.

Responsible Official:	Director, Human Resources
President's Signature:	Date: 01/31/2023 