

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Disciplinary Action (Career Service) Oral/Written Reprimands	<u>Number</u> 420
Related Policy:	Employment – 6Hx20-4.029	<u>Page</u> Page 1 of 2

I. Purpose

To provide consistent and legally defensible disciplinary documentation for career service employees.

II. Procedure

A. Oral Reprimand

1. When it has been determined by the supervisor that an oral reprimand is necessary, the supervisor will gather data pertinent to the problem and, if appropriate, discuss the matter with the next level supervisor.
2. To reduce the possibility of misunderstanding, the employee's immediate supervisor will hold a meeting with the employee and explain the reasons for the action being taken at the same time the oral reprimand is issued.


B. Written Reprimand

1. Purpose of Letter:
 - a. A letter of reprimand provides a formal statement and confirmation of the discussion between the supervisor and employee regarding the employee's violation of established rules and policies of unsatisfactory performance.
 - b. The letter officially recognizes that a problem exists and points out actions which should be taken by the employee to avoid future recurrences and/or correction of the problem(s).
 - c. Should dismissal become necessary, the letter will provide:
 - i. documentation of the employee's failure on the job; and
 - ii. the College's efforts in assisting the employee to succeed.
2. Timing of the Letter of Reprimand:
 - a. Before the letter of reprimand is issued, it should be reviewed with the Director, Human Resources, to ensure that it complies with the policy.
 - b. The letter should be issued to the employee when the supervisor meets with the employee to advise the employee of the reasons for the action.
3. Contents of the Letter:

- a. The letter will state the action being taken and the reasons for the action.
 - b. An explanation of the performance deficiency or the problem will be given in detail.
 - c. Any previous counseling efforts will be mentioned.
 - d. The corrective action expected of the employee will be outline.
 - e. A statement will be made that failure to correct the problem will result in more severe disciplinary action, including dismissal.
 - f. The employee should be advised that a copy of the reprimand will be sent to the Department of Human Resources for inclusion in the employee’s privacy folder.
4. Meeting with the Employee
- a. The immediate supervisor and (if appropriate) next level supervisor will meet with the employee to review the letter of reprimand. The employee will be told why disciplinary action is necessary and what must be done to correct the problem.
 - b. The employee should sign the departmental copy of the letter as confirmation that the letter was received. If the employee refuses to sign the letter, a witness should sign the statement indicating awareness that the employee refused to sign the letter.
 - c. The original signed letter will be sent to the Department of Human Resources.
5. Follow-Up
- a. After a disciplinary letter has been issued, it is the responsibility of the supervisor in the department to monitor the situation and determine if the problem has been corrected.
 - b. The employee should be encouraged to meet with the supervisor to discuss the problem and develop a program to resolve any continuing difficulty.

C. Special Performance Evaluation

Because it is essential that the employee’s record accurately document the evaluation of work performance, it may be necessary to request from the Human Resources Department a special performance evaluation after the oral or written reprimand.

Responsible Official: Director, Human Resources	
President’s Signature: 	Date: 1/31/2023