

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

Procedure Title:	Disciplinary Action (Career Service) Suspension/Termination	<u>Number</u> 421
Related Policy:	Employment – 6Hx20-4.029	<u>Page</u> Page 1 of 2

**I. Purpose**

To ensure consistent application of suspension/termination criteria for career service employees and provide a review/appeal procedure prior to taking these actions.

**II. Procedure**

**A. Non-probationary Employees**

1. Investigative Phase - When indications of unlawful acts arise or are suspected, the Chief of Police/Director of Public Safety, the Vice President, Administrative Services and General Counsel, and the Director, Human Resources, will meet to determine whether the issue becomes one for administrative action or continues as an on-going investigation. The President and the appropriate Vice President will be informed of the decision. If a decision is made to suspend the employee, the administrative phase of the process becomes functional.
2. Administrative Phase - Prior to the suspension (relieved of duties and placed on leave without pay for a specified period of time) or dismissal (separated from the College) of a non-probationary employee, there will be a predetermination meeting with the employee, supervisor, and appropriate Dean or Vice President. The Director, Human Resources, must be contacted prior to any action taken. The following procedures will be followed:
  - a. The affected employee must receive written notice by the Vice President or Dean of the proposed suspension or dismissal and the reasons for such action either personally delivered or by certified mail prior to the date such action is to be taken. The letter will state the date and time of the informal meeting which will allow the employee the opportunity to answer or rebut charges.

The informal meeting should be held as soon as possible after the Dean or Vice President receives the recommendation for suspension or dismissal; however, the meeting should be scheduled no sooner than 24 hours and no later than 10 days from the date the letter is delivered or mailed to the employee.

Under special circumstances an employee may be suspended immediately provided he or she receives a letter by hand delivery or mail

within 24 hours stating reasons for such action. These special circumstances are:

- i. Retention of the employee would result in damage to College property.
  - ii. Retention would be detrimental to the College's interests.
  - iii. Retention would result in injury to the employee, a fellow employee, or the general public.
- b. At the informal meeting the supervisor will explain the reasons for the recommended action, and the employee will have an opportunity to present information regarding his or her position related to the supervisor's charge. The information may be written or oral. The intent of the meeting is for the Dean or Vice President to receive information from both sides so that a decision can be made for further action.
- c. The Dean or Vice President will evaluate the information received at the predetermination meeting and will determine whether the supervisor's recommendation should be disapproved, approved, or altered.
- d. The Dean or Vice President will recommend action in writing to the President.
- e. If termination is approved, the Vice President or Dean will send a letter to the employee outlining the reason for the action, the effective date, and a statement that the employee may submit a request to the President for an appeal hearing before the Board of Trustees.

**B. Probationary Employee Termination**

- 1. A probationary employee (career service employee employed less than one (1) year) who is not performing satisfactorily will be counseled concerning any deficiencies which are affecting the employee's job performance and advised if the deficiencies are placing the employee's job in jeopardy.
- 2. If there is written documentation related to the counseling session, the documentation must be given to the employee and placed in the employee's privacy folder in the Department of Human Resources. If it is determined that the employee has not responded to counseling and termination is necessary, the employee's supervisor must review the matter with the Director, Human Resources, for final disposition.
- 3. A probationary employee may be terminated at any time during the probationary period without any obligation to the employee or College to supply further reasons or reasons for such action.

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