

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Disciplinary Action (Career Service) Conditional Status	<u>Number</u> 422
Related Policy:	Employment – 6Hx20-4.029	<u>Page</u> Page 1 of 1

I. Purpose

A career service employee who has been employed satisfactorily with the College in his or her present position for longer than one year is considered non-probationary. This procedure provides for the placement of an employee on conditional status.

II. Procedure

A. If an employee receives a below standard performance evaluation, the employee will be placed on conditional status for a maximum of six (6) months. The employee may be evaluated at any time during this period; if the employee's work performance substantially improves or if the problem continues, a new evaluation will be conducted.

B. If a supervisor evaluates an employee below standard, the supervisor must also provide a letter to the employee documenting below standard rating. The supervisor will review the letter with the Director, Human Resources, prior to its delivery to the employee.

The letter should explain each below standard rating and include a statement that failure to correct deficiencies will place the employee's status with the College in jeopardy. The letter will include specific examples of poor performance and action needed to correct the poor performance areas.

C. The supervisor will conduct at least one (1) counseling session with the employee. Counseling sessions will be documented.

D. At any point during the conditional period if the employee does not improve, the supervisor may recommend termination.

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

