

**ARTICLE 17: DISCIPLINARY ACTIONS AND PROCEDURES**~~Section 17.1~~ Disciplinary Actions

A. Employees are subject to discipline for conduct contrary to the interests of the College, including but not limited to violations of College rules, procedures, policies and this Agreement. Disciplinary action may include verbal reprimand, written warning, suspension with or without pay, return to annual contract, and dismissal.

B. Employee Rights. Employees shall be notified in writing of the subject matter of any meeting at which discipline may be discussed or imposed. Such notice will be provided when the meeting is requested. ~~three (3) business days prior to the meeting.~~ Employees subject to discipline may have union representation present at such meeting, if the employee so desires. In the event union representation is not available, the meeting shall be rescheduled at a reasonable and mutually agreeable time.

~~Section 17.2~~ Disciplinary Procedure

A. The following disciplinary action may be imposed by the College to correct inappropriate employee behavior. The College, in its discretion may select the appropriate discipline to be applied to any situation.

1. Verbal Reprimand. A verbal reprimand notifies a faculty member that inappropriate behavior, or violation of a rule, policy, or procedure has occurred and outlines the specific steps which must be taken to correct the problem. It should include notice that more serious disciplinary action will take place if corrective action is not taken or repeat violations occur. A verbal reprimand shall be discussed with the faculty member and will be documented with a memorandum. The faculty member shall have the opportunity to provide a written response to the written memorandum, which shall be filed with the memorandum in the limited access section of the employee's personnel file.
2. Written Warning. A written warning memorializes inappropriate behavior or violation of a rule, policy, or procedure and outlines the specific steps which must be taken to correct the problem. It should include notice that more serious disciplinary action will take place if corrective action is not taken or repeat violations occur. A written warning shall be discussed with the faculty member. The faculty member shall have the opportunity to provide a written response to be filed with the warning in the limited access section of the employee's personnel file.
3. Suspension. A full-time faculty member may be suspended with pay pending investigation of a possible infraction. If, after investigation, it is determined that disciplinary action be taken, upon recommendation of the President, the Board may suspend a faculty member without pay provided that notice of intent has been provided pursuant to Article 17.2B.

44 4. Dismissal or Return to Annual Contract. A tenured faculty member may be dismissed or  
45 may be returned to annual contract status for not more than three (3) years only with just  
46 cause and upon written recommendation by the President to the Board to that effect, and  
47 approval by a majority of the Board.  
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49 B. Notice of Intent. When the President or his/her designee determines dismissal or return to  
50 annual contract should be imposed, a written notice of the proposed action and the reasons  
51 therefore shall be provided to the employee.  
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53 1. Such notice shall be sent via certified mail, return receipt requested, or delivered in  
54 person with written documentation of receipt obtained. A copy of the Notice of Intent  
55 shall also be delivered to the Union.  
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57 2. Within ten (10) College business days, in accordance with the Board-approved  
58 College calendar, the employees may respond in writing to the President or his/her  
59 designee before a notice of disciplinary action under Article 17.2, D below is issued.  
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61 3. The employee has a right to Union representation during investigatory questioning  
62 that may reasonably be expected to result in disciplinary action.  
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64 C. In the event dismissal, or return to annual contract is recommended, the faculty member shall  
65 have the right to a ~~an~~ informal hearing before the Board, or its designee.  
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67 D. Notice of Disciplinary Action. Before discipline is imposed a Notice of Disciplinary Action  
68 ~~Union~~-including a statement of the reasons for the action shall be provided to the employee  
69 and the Union. All such notices shall be sent via certified mail, return receipt requested, or  
70 delivered in person to the employee with written documentation of receipt obtained. A copy  
71 of the Notice shall also be delivered to the Union which will be sufficient notice if the  
72 employee is not notified via certified mail return receipt requested or personal delivery with a  
73 signed receipt.  
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75 E. Nothing in this Article shall be deemed to give any faculty member not on continuing  
76 contract status any property interest in his or her employment.  
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78 F. The faculty member shall have the right to respond to disciplinary action in writing and have  
79 that response attached to the report of discipline. If any material is found, through mutual  
80 agreement, grievance process, or court proceeding, to be inaccurate or inappropriate, that  
81 finding shall be documented in the official personnel file of the faculty member and handled  
82 in accordance with applicable statutes.  
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Tentative Agreement			
Michael Moats	Date	Michael Grogan	Date
United Faculty of Florida		Seminole State College	