

MIDDLE BUCKS
INSTITUTE OF
TECHNOLOGY

SECTION: CLASSIFIED EMPLOYEES

TITLE: DISCIPLINARY PROCEDURES

ADOPTED: July 1, 1991

REVISED:

	<p style="text-align: center;">517. DISCIPLINARY PROCEDURES</p> <p>1.Purpose The orderly and efficient operation of the Middle Bucks Institute of Technology requires employes to maintain certain standards of conduct. Therefore, management has the responsibility for fair, firm and consistent enforcement of rules that relate to work practice and conduct while performing on the job. These rules are established to protect the rights of classified employes and others and to maintain the highest level of educational productivity.</p> <p>2.Authority <u>Discipline Procedures and Standards of Conduct</u> Except for Intolerable Offenses which will result in immediate discharges, Middle Bucks Institute of Technology has adopted a progressive discipline system. This system consists of common sense guidelines regarding basic work rules and standards of conduct. Disciplinary measures are administered in an objective and constructive manner, intended to motivate the employe toward proper future conduct. All disciplinary violations are accompanied by written documentation, signed by the employe and made a part of the employe's personnel file.</p> <p>3.Guidelines <u>Intolerable Offenses</u> Intolerable offenses are willful or deliberate violations of the standards of conduct or work rules of such nature that the first offense indicates that continued employment is not in the School's best interest. An employe who commits such offense will be immediately suspended with intent to discharge. <u>Progressive Discipline</u> A progressive discipline system is designed to alert the employe of disciplinary action and possible discharge. It will be applied to violations of work rules or standards of conduct which are unacceptable but for which the employe will not be discharged for the first offense.</p>
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	<p><u>First Written Warning</u></p> <p>The employe will receive a written warning and will be counseled by the supervisor in an effort to eliminate misunderstandings and explain proper conduct according to the standards set by the School.</p> <p><u>Second and Final Written Warning</u></p> <p>(minimum two-day suspension w/o pay)</p> <p>The employe receives a final notice of discipline following serious misconduct or repeated minor offenses for the purpose of explaining the seriousness of the misconduct and that further violations will result in discharge.</p> <p><u>Optional Third Written Warning</u></p> <p>(minimum five-day suspension w/o pay)</p> <p>The employe receives a second final notice of discipline following a Final Written Warning, providing a reasonable period of time has expired from the date of the last written warning, for the purpose of explaining that another act of misconduct will surely lead to discharge.</p> <p><u>Discharge</u></p> <p>The employe is suspended pending discharge by the Executive Council as the final step in an accumulation of violations of work rules and standards of conduct.</p>
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