



DIVISION	ADOPTION DATE
II College Employees	08/2009
POLICY NAME	REVISIONS
02.01.06 Discipline (Non-Union Employees)	Revised: 05/2019, 03/2021

2.01.06 DISCIPLINE (NON-UNION EMPLOYEES)

General

It is the policy of Joliet Junior College (College) and its departments to have certain expectations regarding conduct and performance.

Supervisors are charged with the authority to manage and direct workforce needs, work assignments, employment hours, promotion, demotion, transfer, and dismissal based on departmental needs, including designating work hours, conduct and performance expectations for all employees.

Employees are responsible for meeting the College and departmental expectations regarding conduct and performance, and held to departmental procedures regarding attendance, call-in, etc. An employee may receive disciplinary action for failure to meet conduct and/or performance expectations.

All disciplinary actions involving suspensions without pay or termination require concurrence of the Chief Human Resources Officer, President and Vice President in charge of the division (when applicable) in which the employee performs their services after recommendation by the appropriate Dean/Director prior to discipline being administered.

Causes for Disciplinary Action

Supervisors should contact the Human Resources department when considering the termination of an employee.

The reasons for disciplinary action may include, but shall not be limited to:

- A. Activities prohibited by federal & state law/statutes, local ordinances, codes or regulations, Board of Trustee (Board) Policies, the JJC Employee Handbook, or administrative procedure;
- B. Gross misconduct;
- C. Failure to meet prescribed standards of work;

- D. Theft or destruction of College property;
- E. Failure to comply with directions or orders of a supervisor's request that align with the mission, vision and core values of the institution (insubordination);
- F. The use of abusive language or manner toward a fellow employee or the public;
- G. Fraudulently obtaining or using sick or injury leave;
- H. Unauthorized absences;
- I. Excessive absenteeism or tardiness;
- J. Acceptance of any consideration from a third party intended to inappropriately influence the employee in the performance of their duties;
- K. Falsification of records;
- L. Use of official position for personal financial advantage;
- M. Dishonesty, deliberate untruthfulness, possession or distribution of alcohol or illegal drugs, drunkenness, drinking on the job, drug abuse, or recklessness on the job;
- N. Harassment as defined by law or as specified by Board policy;
- O. Failure to observe departmental policy;
- P. Unauthorized possession of any type of firearm or other weapon;
- Q. Conviction of a felony, theft, sexual abuse, etc.;
- R. Abuse or misuse of technology, (i.e. e-mailing, Internet, telephone);
- S. Smoking in a "non-smoking" area;
- T. Fighting;
- U. Disruptive workplace behaviors including bullying, creating a negative work environment, and incivility;
- V. Any other behavior/conduct that conflicts with the mission, vision, core values, and successful performance of the College.