

Employee Conduct and Discipline Policy	Policy Number	6.10
	Effective Date	April 2, 2014

1.0 POLICY & PURPOSE



It is the policy of the Board of Trustees of Laramie County Community College (LCCC) to ensure orderly operations, provide a positive work environment, and promote an environment which fosters mutual respect and professionalism. To that end LCCC will establish reasonable standards of conduct and expects employees to follow those standards. The Board believes in proactive development of the College’s employees to aid in their growth and ability to perform the needed functions of their respective positions. The Board recognizes that at times corrective action and management is required to ensure employees have clear expectations for their performance and behaviors. Thus, the purpose of the policy is to promote and encourage employee improvement and progress through a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues.

2.0 REVISION HISTORY

Adopted on: 4/2/14

3.0 PERSONS AFFECTED

- A. All employees are expected to adhere to the employee conduct standards.
- B. The employee discipline provisions apply to all instances of discipline of contracted employees *(as defined in HR Procedure 6.1.1P, employees holding “Legacy” status are considered contracted employees)*.
- C. Although not subject to the employee discipline policy or procedure, if the supervisor of an employee who is categorized as an at-will employee disciplines the at-will employee, such action does not change the employee’s at-will employment status.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Peggie Kresl-Hotz, Human Resources Executive Director Debb Roden, Legal Counsel	1/14/14
Ratified by College Council	Kari Brown-Herbst, College Council Co-chair	3/17/14
Recommended by President (Signature)		4/2/14
Approval by Trustees (Signature)		4/2/14