

# Asheville-Buncombe Technical Community College (A-B Tech) Policy Manual

## Policy 509.01: Discipline

Asheville-Buncombe Technical Community College establishes and maintains a work environment that supports the students, the values, vision and mission of the institution with a goal of enforcing the policies and procedures in a fair and consistent manner. This policy permits the following types of discipline: informal counseling, performance counseling, probation, and suspension with or without pay, demotion and dismissal.

## Scope

Applies to all employees of the College.

## Definitions

Policies and procedures: College, state and federal policies, procedures, rules and regulations.

Informal Counseling: Oral discussion between the employee and supervisor and noted on the employee’s Performance Improvement Plan.

Performance Counseling: Oral discussion between the employee and supervisor that is acknowledged by the employee, documented, and placed in the employee’s personnel file.

Probation: The process or period of testing or observing the character or abilities of the employee.

Suspension with or without pay: A temporary cessation from work, with or without pay, depending on the identified issue.

Demotion: Reduction in employment rank or status.

Dismissal: A discharge of an individual from employment.

## References

Reviewed by the Executive Leadership Team, October 26, 2011

Reviewed by the College Attorney, December 1, 2011

Policy 509.02 Employee Due Process

## Policy Owner

Vice President, Human Resources & Organizational Development, Ext. 7178

See Discipline Procedure

Approved by the Board of Trustees on February 6, 2012.