



Prohibitions and Penalties

Progressive Discipline Guide

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Progressive Discipline Guide

This Progressive Discipline Guide is intended to be a resource designed to provide guidance and to clarify existing rules and regulations. It does not constitute coverage for all infractions and violations that could conceivably occur. It does cover the majority of situations that are a source of concern to supervisors and employees at Georgia College. The guide is a tool which describes behavior that is subject to possible disciplinary action, and will serve the needs of both supervisors and employees.

This discipline guide has been reviewed and approved by the Office of Legal Affairs, the Office of Human Resources and University Cabinet. It has the same force and effect as other rules and regulations covering all employees.

The sanctions identified for the various infractions are merely guidelines. Any offense may result in disciplinary action up to including termination of employment depending on the circumstances. A supervisor is not bound by the sanctions suggested in the guidelines and may impose more or less severe sanctions depending upon circumstance, but ONLY with the approval and guidance from the Office of Human Resources and the Office of Legal Affairs.

Any questions with respect to the information in this guide should be addressed through your departmental supervisor and the Office of Human Resources.

Types of Pre-Disciplinary and Corrective Actions

Progressive discipline normally follows the following sequence, but may go outside this course of actions when extreme situations prevail.

1. **LETTER OF DIRECTION** – is pre-disciplinary and is issued by the supervisor or the Office of Human Resources to set expectations prior to moving forward with corrective action.
2. **VERBAL WARNING** – issued by the supervisor(s) who regularly directs the employee's daily activities. This action may be both oral and/or written. Written warnings may or may not be placed in personnel file at the sole discretion of the supervisor, but may be at a later time if further disciplinary action occurs. Consultation with the Office of Human Resources is strongly encouraged prior to any disciplinary action being taken.
3. **WRITTEN WARNING** – issued by the employee's supervisor(s) whose responsibilities include taking formal corrective disciplinary actions. (This supervisor may or may not be the same person as mentioned above in WARNING.) This action should be both oral and written. It must be signed by the supervisor and employee, a copy given to the employee, and a copy sent to the Office of Human Resources (HR) to be included in the employee's personnel file. Requires use of standard GC template. Must be approved by a HR Representative. If the employee refuses to sign form, state this fact on the form and obtain the signature of a witness (preferably a member of management to protect the employee's privacy).
4. **FINAL WRITTEN WARNING** – issued by the employee's supervisor(s) whose responsibilities include taking formal corrective disciplinary actions. (This supervisor may or may not be the same person as mentioned above in WARNING.) This action should be both oral and written. It must be signed by the supervisor and employee, a copy given to the employee, and a copy sent to HR for the employee's file. Requires use of standard GC template. Must be approved by a HR representative. If the employee refuses to sign form, state this fact on the form and obtain the signature of a witness (preferably a member of management to protect the employee's privacy).
5. **SUSPENSION**- without pay for a period of 1-5 days, depending on the violation. Requires use of standard GC template. Must be approved by the Chief Human Resources Officer, the Office of Legal Affairs and the division Vice President.
6. **RECOMMENDED FOR TERMINATION** – from service. Requires use of standard GC template. Must be approved by the Chief Human Resources Officer, the Office of Legal Affairs and the division Vice President.

NOTE: The Office of Human Resources is responsible for reviewing any and all disciplinary actions prior to distribution and prior to the action being taken. HR is the first point of contact for the supervisor and is available for consultation on appropriate steps. HR reviews all disciplinary actions in an effort to ensure and maintain a consistent approach in practice and procedures across the institution.

- All corrective/disciplinary actions should be preceded by counseling by the supervisor in an effort to correct the situation, unless of course there was no way of anticipating the employee's offense from his or her previous conduct.
- A dash (-) on the chart indicates that the offense is the same as a dismissal ("5")

Georgia College Progressive Discipline Process

	1st Offense		2nd Offense		Additional	
	Min.	Max.	Min.	Max.	Min.	Max.
A. Falsifying Employment Documents						
1. Falsification of application for employment or other personnel records with respect to a material point, which would have adversely affected selection for appointment/employment.	5	-	-	-	-	-
2. Taking an exam for another person or permitting another person to take an examination or a portion thereof.	5	-	-	-	-	-
3. Failure to file oath or affirmation.	5	-	-	-	-	-
B. Job Performance						
1. Failure of employee to maintain proper work or personal appearance standards and personal hygiene.	1	5	2	5	3	5
2. Failure to prepare or maintain prescribed records, or reports.	1	5	2	5	3	5
3. Falsifying prescribed records or reports.	5	-	-	-	-	-
4. Withholding information regarding the job from supervisors or other persons having necessity for such information.	1	5	2	5	3	5
5. Endangering self, fellow employees, or public through <u>negligent</u> violation of agency policy as contained in performance standards, safety rules, procedures and any other State and federal laws, regulations or guidelines.	1	5	2	5	4	5
6. Endangering self, fellow employees, or public through willful violation of agency policy as contained in performance standards, safety rules, procedures and any other State and federal laws, regulations or guidelines.	5	-	-	-	-	-

1 = Verbal Warning; 2 = Written Warning;
 3 = Final Written Warning;
 4 = Suspension, without pay, 1-5 days;
 5 = Dismissal;
 (-) Dash = previously labeled as dismissal

	1st Offense		2nd Offense		Additional	
	Min.	Max.	Min.	Max.	Min.	Max.
7. Failure to cooperate with other employees and/or supervisors.	1	5	2	5	3	5
8. Failure of an employee, who is designated as a supervisor and has supervisory authority, to take corrective disciplinary action where such action is needed.	1	5	2	5	4	5
9. Waste or loss of material, property or equipment.	1	5	2	5	4	5
10. Negligent destruction of or damage to GC property.	1	5	2	5	5	5
11. Willful destruction of or damage to GC property.	5	-	-	-	-	-
12. Jeopardizing the security of GC property.	1	5	2	5	3	5
13. Unauthorized and willful destruction of GC records.	5	-	-	-	-	-
14. Soliciting or accepting a bribe.	5	-	-	-	-	-
15. Embezzlement or misappropriation of GC funds or other funds which come into the employee's possession by reason of their official position for personal gain.	5	-	-	-	-	-
16. Negligent falsification of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents.	2	5	4	5	5	-
17. Willful falsification of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents.	2	5	4	5	5	-
18. Negligent falsification of time and attendance records including leave requests, overtime, compensatory time, or any leave record.	1	5	2	5	4	5

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	Min.	Max.	Min.	Max.	Min.	Max.
19. Willful falsification of time and attendance records including leave requests, overtime, compensatory time, or any leave record.	5	-	-	-	-	-
20. Willful concealment of material facts by omission from records.	5	-	-	-	-	-
21. Unauthorized taking of property belonging to GC, federal or state government or fellow employees.	5	-	-	-	-	-
22. Making unauthorized personal profit transactions.	5	-	-	-	-	-
23. Disregard and/or deliberate failure to comply with or enforce federal, state, department or office regulations and policies.	1	5	2	5	3	5
24. Unauthorized removal of records, correspondence or documents from GC files without the approval of the supervisor/proper authority.	2	5	3	5	4	5
25. The suspension, revocation, cancellation or lapsing of any valid license, certificate or permit when the possession of a valid license, certificate, or permit is required as an essential function of the job.	4	5	5	-	-	-
C. Neglect of duty						
1. Negligence in performing official duties including failure to follow instructions or regulations.	1	4	2	5	4	5
2. Carelessness, indifference, laziness, sleeping while on duty, and/or non-responsiveness.	1	3	2	4	3	5
3. Pattern of failure to report to work in the prescribed manner.	1	5	2	5	3	5
4. Carrying on personal business during working hours that negatively impacts performance.	1	5	2	5	3	5

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	Min.	Max.	Min.	Max.	Min.	Max.
5. Frequent or continual tardiness.	1	3	2	5	3	5
6. Failure to notify supervisor or designated representative, or to comply with department policy, promptly when unable to report for work.	1	3	2	5	3	5
7. Leaving assigned work area or a job without proper authorization.	2	5	3	5	4	5
8. Unauthorized absence from duty.	1	5	2	5	3	5
9. Absence from duty without leave after having been denied permission to take such leave.	2	5	3	5	4	5
10. Job Abandonment: Failure to report to work or call supervisor for three (3) consecutive work days.	5	-	-	-	-	-
D. Relations with supervisors, fellow employees, or the public						
1. Insubordination: Refusal to comply with orders or instructions from a supervisor (or superior in employee's chain of command.)	1	5	4	5	5	-
2. Threatening or attempting bodily harm to supervisor, public or fellow employee.	4	5	4	5	4	5
3. Causing bodily harm to supervisor or to a member of the campus community.	5	-	-	-	-	-
4. Using insulting, abusive or profane language to a supervisor or a member of the campus community.	1	5	2	5	3	5
5. Discourteous treatment to a supervisor or a member of the campus community.	1	5	2	5	3	5
E. Use of alcohol and other drugs						
1. Inability to perform the duties of the position due to being under the	1	5	2	5	4	5

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influence of alcohol, narcotics, drugs or any other controlled substance.						
2. Convicted of driving under the influence or any other offense for which driving under the influence is an element of the offense, and the offense occurred while driving a GC vehicle, or a privately owned vehicle on GC business, or being convicted of the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance at his place of business, on GC business or personally is subject to the following disciplinary action: <ul style="list-style-type: none"> Second offense time line is expanded to 5 years in this instance. 	4	5	5	-	-	-
3. Failure to complete any rehabilitation program recommended in the evaluation of an employee who is suspended or demoted pursuant to 2 above (Convicted), by the Office of Human Resources and/or the Employee Assistance Program (EAP).	5	-	-	-	-	-
4. Convicted of violating any State or federal law prohibiting the sale of a controlled substance.	5	-	-	-	-	-
5. Failure to report a conviction of any offense described in 2, 3, and 4 above, to the appointing authority within 24 hours or a similar arrest within 72 hours.	5	-	-	-	-	-
6. Failure to pass any drug and/or alcohol test mandated by federal or state law.	5	-	-	-	-	-
7. Refusal to take any drug and/or alcohol test mandated by federal or state law.	5	-	-	-	-	-
8. An employee who is in possession of a controlled substance while conducting GC business.	5	-	-	-	-	-

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F. Misuse of GC or State property						
1. Using or authorizing the use of GC-owned or leased property for other than official use.	1	3	2	5	3	5
2. Operating GC vehicles or equipment in an unsafe or negligent manner resulting in the damage to the equipment or to the property.	1	5	2	5	5	-
3. Failure to have State vehicles or equipment properly maintained and/or serviced resulting in damage to equipment or personal injury.	1	5	2	5	3	5
4. Operating GC vehicles or equipment without proper authorization or credentials.	3	5	5	-	-	-
5. Operating State vehicles or equipment without a valid or proper license.	3	5	5	-	-	-
a. With full knowledge that the license is no longer valid.	5	-	-	-	-	-
b. Without knowledge that the license is no longer valid.	2	5	4	5	5	-
G. Misuse of Information Technology						
1. Accessing or communicating data not pertaining to official job duties without authorization.	2	5	4	5	5	-
2. Revealing passwords and/or using another person's user identification and/or password to access confidential information for authorized and unauthorized purposes.	4	5	5	-	-	-
3. Installing or using personal or unauthorized software on state information technology resources	3	5	5	-	-	-

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	Min.	Max.	Min.	Max.	Min.	Max.
without proper authorization and approval.						
4. Making unauthorized copies such as books, manuals and computer software in violation of copyright laws or vendor licensing agreement.	3	5	5	-	-	-
5. Using state information technology resources, including but not limited to, computing and communications equipment, services or facilities for soliciting business, selling products or otherwise engaging in commercial activities.	5	-	-	-	-	-
6. Use of GC computer resources for personal purposes that interferes with performance of an employee's job duties and creates the appearance of impropriety or is not of nominal cost and value.	2	5	4	5	5	-
7. Negligent use of information technology that results in the introduction of computer viruses, system monitoring devices or devices that can cause damage or limit access to equipment, operating systems, software or data.	2	5	4	5	5	-
8. Knowing and willful sabotage of information technology resources, including but not limited to, the introduction of computer viruses, system monitoring devices or devices that can cause damage or limit access to equipment, operating systems, software or data.	5	-	-	-	-	-
H. Other acts of misconduct or incompatibility						
1. Causing discord among employees to the detriment of morale.	2	5	4	5	5	-
2. Engaging in outside employment activity or enterprise which the	3	5	4	5	5	-

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appointing authority considers to be inconsistent, incompatible, or a conflict of interest with GC employment.						
3. Failure to report an accident involving state equipment or vehicles assigned to the employee.	3	5	5	-	-	-
4. Unauthorized or improper disclosure of confidential information.	3	5	5	-	-	-
5. Conviction of any criminal act involving moral turpitude.	5	-	-	-	-	-
6. Accepting gifts, service, favor, employment, engagement or economic opportunity from any individual, firm, or organization doing business with GC or the State when the employee is responsible for making any recommendations or decisions affecting their business activities or for inspecting work performed by the same.	3	5	5	-	-	-
7. Acting in an official capacity without authorization.	1	5	2	5	3	5
8. Bringing onto GC property or buildings any firearm or instrument considered to be a weapon unless authorized to do so.	5	-	-	-	-	-
9. Failure to cooperate with internal investigations	3	5	4	5	5	-
10. Discrimination, harassment, and/or retaliation in violation of federal, state, and local laws.	3	5	5	-	-	-
11. Gambling.	2	5	3	5	5	-
12. Theft.	3	5	5	-	-	-

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I. Improper political activity						
1. Directly or indirectly soliciting in any manner or receiving any assessment, subscription, monetary, or non-monetary contribution for a political purpose.	3	5	5	-	-	-
2. Engaging in political activities during the hours of employment for the purpose of improving the chance of a political party or individual seeking office.	3	5	5	-	-	-
3. Engaging in political activity for the purpose of securing preference for promotion, transfer or salary advancement.	4	5	5	-	-	-
4. As an employee in an agency administering federally aided programs, engaging in political activities at any time, which are forbidden by State or federal law.	4	5	5	-	-	-
J. Sexual Misconduct						
1. Engaging in sexual harassment as defined in GC/USG policy, against another employee, an applicant for employment, or any other member of the campus community.	3	5	5	-	-	-
2. Sexual assault as defined by State and federal law.	5	-	-	-	-	-
K. Dishonesty						
1. Cheating, plagiarism, or other forms of academic dishonesty.	2	5	3	5	5	-
2. Furnishing false information to any College official, faculty member, or office.	2	5	3	5	5	-

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	Min.	Max.	Min.	Max.	Min.	Max.
3. Forgery, alteration, or misuse of any College document, record, or instrument of identification.	4	5	5	-	-	-
4. Scientific misconduct.	2	5	3	5	5	-

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Acknowledgment

This guide was prepared by the Office of Human Resources and the Office of Legal Affairs to serve as a guide and resource to our employees and managers when dealing with matters related to progressive discipline and corrective actions. Any questions with respect to the information contained in this guide should be addressed through your departmental supervisor and/or the Office of Human Resources.

Acknowledgment of Receipt

I _____ acknowledge that I have been made aware of the Prohibitions and Penalties Manual and that it is my responsibility to review the content periodically, to stay abreast of any changes or revisions. If I have any questions, I should consult with my departmental supervisors or contact the Office of Human Resources for assistance.

Employee Signature: _____

Department: _____

Date: _____

Note: The Facilities Operations department has a separate version of this document and employees are required to adhere to the standards set forth in both documents.