Rock Valley College

RVC Board Policy 3:20.070

Employee Discipline

The College is committed to providing a fair and equitable working environment in which all individuals are treated with respect and dignity. It is the intent of Rock Valley College to foster optimum performance and otherwise assist all employees in successfully accomplishing their professional responsibilities. The College's Administration will utilize administrative procedures for resolving alleged unfair or inappropriate treatment by a supervisor, an alleged violation of Board Policy, or disciplinary sanctions.

Reasons for disciplinary sanctions include, but are not necessarily limited to, conviction of a serious crime or offense, dishonesty or theft, willful damage to College property, immorality or indecent conduct, falsification of records, unsatisfactory attendance, unsatisfactory work performance, insubordination, failure to comply with prior Board or administrative directives, violation of Board Policy, or any other act committed while a College employee, which is detrimental to the general welfare and/or best interests of the College, as determined by the College.

In connection with any allegation of misconduct, the College may suspend an employee with or without pay pending the outcome of the College's investigation of the allegation. The College will notify any employee who is suspended regarding the general nature of the allegations.

Recognizing that the preferred desired outcome of disciplining any employee is positive change in the employee's performance and/or conduct, the College may utilize the following disciplinary options:

Step 1 - Verbal Warning
Step 2 - Written Warning
Step 3 – Final Written Warning and/or Suspension With/without Pay
Step 4 - Dismissal

The College reserves the right to bypass any of these steps if, in the College's sole discretion, it determines that the severity of the employee's conduct, record of previous discipline, the length of service since the last documented offense, or other circumstances warrant a more severe level of discipline, up to and including immediate dismissal. This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 6121, 8377
Implemented: March 24, 2009
Revised: April 8, 2014; April 28, 2026