



Northern Marianas College Procedure

Procedure No.: 5010.17 Procedure Title: Employee Discipline
Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13
Office of Origin: Human Resources Office
Procedure Approval Authority: President *[Signature]*
Board Policy No. Associated with this Procedure: 5010
This Procedure Supersedes/Replaces: 2011 BOR Policy Part VII.B

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description Generally (but not necessarily) the College will follow a program of progressive discipline. Ultimately, disciplinary action will be the responsibility of the President and will be carried out with the cooperation of the Director of Human Resources.

Areas of Responsibility Supervisors will work with their Department Chairs, Directors, Deans, and Human Resources Office in the event that employee discipline becomes necessary.

Procedure details Employees may be disciplined for reasons which include, but are not limited to, the following:

1. Unauthorized or excessive absence from work;
2. Abuse of sick leave;
3. Possession and/or use of a controlled substance or betel nut on the job, or reporting for work while under the influence of betel nut or a controlled substance. Possession and/or proper use of drugs prescribed by a licensed physician are not prohibited;
4. Offensive or abusive conduct or language toward other employees, students, or the public when on duty;
5. Dishonesty;
6. Drinking alcoholic beverages on the job, or reporting for work while under the influence of alcohol;
7. Smoking or possessing Tobacco on NMC property
8. Willfully falsifying any information supplied on application forms, employment records, or any other College records;
9. Approving or processing an unauthorized procurement transaction;
10. Non-performance of duties;
11. Insubordination, (including, but not limited to, refusal to do assigned

- work and/or follow lawful directives);
12. Conviction of a crime;
 13. Disrespectful, disorderly, or immoral conduct and /or failure to conduct one's self in a collegial manner;
 14. Willful misconduct or violation of law or any provision of the NMC Human Resource policies;
 15. Violation of College policy or procedure;
 16. Failure to comply with the Standard Terms and Conditions of Employment; or
 17. Other good cause that demonstrates negligence or misconduct.

The level of discipline taken, which may be counseling, warning, reprimand, suspension, demotion, or termination, may be based upon the frequency, severity, and consequences of the offense(s). Recommendation for appropriate disciplinary action will be made by the Dean or Director, who will submit the proposed action to the President, for approval. Nothing contained in this policy shall be construed to make progressive discipline mandatory or to limit the authority of the President to discipline employees as may be appropriate or necessary. For the avoidance of doubt, if in the discretion of the President serious discipline including without limitation, demotion, suspension or termination is appropriate, no lesser discipline is required even for a first-time offense.

In the event of termination or demotion, the employee will be placed on Leave Without Pay for three days before such action is taken. During this time, the employee will be afforded the opportunity to appeal the disciplinary action by filing a written statement of genuine issues of material fact in dispute. The President shall take any such appeal into consideration before making the proposed action permanent. Any appeal of the President's decision shall be governed by the College's procedure relating to Employee Appeals.