
Policy: Disciplinary Policy for MC Employees
Policy No: 4.06
Approved: Board of Trustees: March 2006

DISCIPLINARY POLICY FOR MANAGEMENT CONFIDENTIAL EMPLOYEES

In accordance with resolution #010-98, approved 10/15/98, it is the policy of the Board of Trustees that Management Confidential (Administrative Exempt) employees as defined in Article 10 of the Civil Service Law of the State of New York, excluding all employees represented by a certified representative, are provided a mechanism for progressive discipline designed to avoid the necessity of formal disciplinary measure. However, formal disciplinary measures shall be included as part of the disciplinary procedure.

Progressive discipline shall include, but shall not be limited to the following components:

- informal meeting between the employee and his/her supervisor;
- a verbal warning to the employee;
- written expectations and corrective measure;
- written notification to the employee with a copy to his/her personnel file;
- suspension without pay;
- demotion in rank or removal from the position; and
- termination of employment.

It is the President's responsibility to develop the appropriate procedure within the guidelines set forth in the policy statements above and to ensure that the policy and procedures are followed.