Guidance for ALL cases:

If you are meeting with a unionized employee, you must offer union representation.

If HR or GC recommends follow-up action after investigation, supervisors must share that with administration and indicate what follow-up action was taken.

Criminal Conduct

Campus Police investigate (HR, IT, GC may assist)

Investigations will be consistent with law enforcement procedures.

Potential policy violations or conduct that places college at risk

Relevant policy will specify who investigates and procedures to follow (HR, IT, GC may assist)

Examples: Misuse of FMLA, excessive absenteeism, conflicts of interest, zero tolerance misconduct

Unprofessional Behavior

Supervisor addresses first, in consultation with HR. Supervisor gathers facts and meets with employee (must offer union representation). Supervisor documents discussions via email to employee and cc: HR. If CAN is warranted, supervisor must work with HR.

Examples: unwarranted criticism, bullying, spreading rumors, violations of ethics policies

Flowchart for employees
Poor Performance

Supervisor addresses first, in consultation with HR. If performance problems continue, supervisor consults with HR to develop PIP.

Example - Failure to perform job responsibilities at acceptable level

Purchasing Policy Violations

Director of Purchasing responds (HR and GC may assist)

Examples include use of Procard for personal purchases, vendor conflict of interest, etc.

Discrimination/Unlawful Harassment/Title IX

Office of General Counsel investigates using procedures in relevant policies (HR, IT, Police, or supervisor may assist)

Sexual harassment discrimination, or harassment on the basis of any protected status (age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status or genetics)