



Ohio Administrative Code

Rule 3357:15-14-18 Corrective action and discipline.

Effective: June 5, 2023

(A) The policy provides a mechanism for maintenance of stable working conditions according to the policies and procedures of the college. Disciplinary interventions should focus on modifying and correcting employee behavior and deterring the employee from repeating past problem behavior.

(B) Corrective action and discipline should impose the least severe action necessary to correct the undesirable behavior. Stark state college reserves the right to combine or skip steps in the corrective action and disciplinary procedure depending upon the facts of each situation and the nature of the offense. The level of disciplinary intervention may vary based on the totality of circumstances. Discipline must consider past practice and equitable treatment, and it must meet the test of just cause.

(C) Disciplinary intervention can be taken to correct problems including, but not limited to, unsatisfactory work performance, insubordination, behavior and conduct infractions, absenteeism and tardiness, negligence, violation of the college's rules and policies and procedures, and illegal activity.

(D) To promote safety and security, mitigate potential risks, and maintain the integrity of the college, we require employees to self-disclose any arrests and convictions (outside of minor misdemeanor traffic citations) during their employment to the vice president of human resources or their applicable executive council member. This must be done no later than five calendar days after the arrest or conviction, so the college can conduct an independent review of their continued suitability for employment.

Disclosing an arrest or conviction does not automatically impact an employee's eligibility for employment with the college. Continued employment depends on a variety of factors such as violations of college policy; the employee's past disciplinary record; and the nature and gravity of, and circumstances surrounding, the arrest or conviction, including the employee's truthfulness and completeness in disclosing the information in a timely manner.