
Applies to: Staff

Responsible Office

Human Resources

POLICY STATEMENT

It is important for supervisors to manage performance and to take steps to support individuals improving their performance and/or take corrective steps when appropriate. Staff may be reprimanded, placed on administrative leave, demoted, or terminated for violation of college rules, policies, and/or such offenses as incompetence, inefficiency, dishonesty, use or being under the influence of alcohol or illegal drugs at work or inappropriate use of prescription drugs, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, failure of good behavior, failure to return from a leave of absence, misfeasance in office, malfeasance in office, nonfeasance in office, other unsatisfactory job performance, conviction of a felony; this is not an exhaustive list.

Purpose of the Policy

For supervisors to manage performance and to take steps to support individuals improving their performance and/or take corrective steps when appropriate.

Policy Details

- I. College staff are employed at will and serve at the discretion of the appointing authority. Staff positions do not fall within the Classified Civil Service and, therefore, are not subject to the provisions of section 124.34 of the Ohio Revised Code. Accordingly, employment is at-will and may be ended at any time by the employee or the college. In case of involuntary termination or demotion because of unsatisfactory performance, written notification must be given by the department.
- II. Certain infractions may necessitate the termination of a staff member without advance notice. Serious infractions may include violations of college policy and/or the law.
- III. The college may, in its discretion, place a staff member on administrative leave with pay under Ohio Revised Code 124.388. Such leave is to be used in circumstances where the health or safety of any staff member or of any person or property entrusted to the staff member's care could be adversely affected. Compensation for administrative leave will be equal to the staff member's base rate of pay. The length of such leave is solely at the discretion of the college. The Office of Human Resources must approve placing a staff member on administrative leave.
- IV. The college may, in its discretion, place a staff member on unpaid administrative leave under Ohio Revised Code 124.388.
- V. Staff who are involuntarily terminated may be deemed ineligible for rehire dependent upon the nature of the infraction. This also applies to staff who resign in lieu of involuntary termination. Rehire ineligibility determinations must be made in consultation with the Office of Human Resources. Staff who are ineligible for rehire should be notified at the time of their termination.
- VI. Staff must return all college property on or before the last work day, or when commencing administrative leave, at a time determined by management.

PROCEDURE

- I. The Office of Human Resources shall review and approve all notices of corrective action prior to issue.
- II. The president shall be informed prior to any termination.

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- III. In case of involuntary termination, demotion, or administrative leave because of unsatisfactory performance, at least two weeks' advance written notice should be given by the employing department, unless the termination is a result of actions that necessitate termination without advance notice.

Responsibilities

Position or Office	Responsibilities
Human Resources	<ol style="list-style-type: none"> 1. Consult with departments regarding this policy including interpretation, corrective action and termination process. 2. Review and approve all notices of involuntary termination prior to department issuing to employee. 3. Review and approve all administrative leaves with or without pay.
Department and supervisor	<ol style="list-style-type: none"> 1. Consult with the Office of Human Resources as necessary. 2. Initiate corrective actions.
Employee	<ol style="list-style-type: none"> 1. Return all college property on or before last workday or when commencing administrative leave.

Resources

- [Ohio Revised Code 124.388](#)

Contacts

Subject	Office	Telephone	E-mail/URL
Employee relations guidance, including corrective action and appeals	Director, human resources	740-366-9360	https://go.cotc.edu/hr
Policy questions, performance management			

History

Issued: 03/01/2005
 Revised: 07/01/2005
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