



Policy No. 6.010
Northwest Louisiana Technical College

Discipline for All Employees

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Northwest Louisiana Technical College (NWLTC) philosophy is to assure that all employees are treated fairly and equitably without regard to race, color, religion, sex, national origin, age, handicap or veteran status. Where problems with employee behavior or performance arise, a supervisor will seek to correct the problem.

Definitions

Discipline – a means to correct substandard employee behavior and performance.

Progressive Discipline – Correction applied to those offenses that do not justify serious discipline on the first offense.

Suspension – temporary removal limited to a reasonable time necessary to investigate the problem and confer with appropriate individuals concerning the disciplinary decision. Suspension requires notification to the NWLTC Director and/or LCTCS Director of Human Resources as necessary.

Types of Discipline – reprimand, denial of merit increase, demotion, suspension with or without pay, termination, or other appropriate action.

Policy Reference: Louisiana Technical College Procedure No. HR1930.519
LCTCS Policy #6.014 Discipline for All Employees

Approved:

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