



Policy No. 6.010

## Northwest Louisiana Technical Community College

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### ***DISCIPLINE FOR ALL EMPLOYEES***

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Original Adoption: February 10, 2008  
Effective Date: February 10, 2008  
Last Revision: July 5, 2023

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Northwest Louisiana Technical Community College (NLTC) philosophy is to assure that all employees are treated fairly and equitably without regard to race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status or sexual orientation. 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/or 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 would require the Director of Human Resources and Chancellor involvement.

*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:

*Jayda Spillers*

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Jayda Spillers, Ed.D.  
Chancellor