

Policy IV.4002.E, Employee Performance Counseling and Corrective Action

Purpose

Each employee of San Jacinto College is expected to perform their job responsibilities in a positive and professional manner and to contribute to the College's achievement of its educational mission.

When an employee engages in misconduct, violates policy, demonstrates performance deficiencies, or otherwise fails to meet the leader's expectations, the leader will evaluate an appropriate course of action to address the area of concern.

Policy

Depending on the area of concern, the College administration ordinarily will employ progressive discipline. The College administration's objective is to identify the area of concern; to provide the employee with information, directives, or guidance regarding the leader's expectations; and to engage in appropriate follow-up to determine whether the employee is meeting expectations.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedure

Procedure IV.4002.E.a, Employee Performance Counseling and Corrective Action

Date of Board Approval	November 6, 2023
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Effective Date	November 7, 2023
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Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
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Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources
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