

ADM 404
Security Policy #4
Sanction Policy

Scope of Policy

This policy governs employee Sanctions and disciplinary actions for the College. All employees must comply with this policy. Demonstrated competence in the requirements of this policy is an important part of the responsibilities of every employee.

Policy Statement

- It is the Policy of the College to establish and implement appropriate, fair and consistent sanctions for employees who fail to follow established policies and procedures, or who commit various offenses.
- Sanctions applied shall be appropriate to the nature and severity of the error or offense, and shall consist of an escalating scale of sanctions, with less severe sanctions applied to less severe errors and offenses, and more severe sanctions applied to more severe errors and offenses.
- Offenses involving obvious illegal activity may result in notifications to appropriate law enforcement authorities.
- All employee sanctions will be documented

Based on the severity of the violation, develop varying levels of disciplinary action such as:

- Verbal warning
- Written warning
- Education – training/retraining
- Removal of system privileges
- Suspension without pay
- Termination of employment

Procedures

- Inadvertent release of PII and sensitive college data will be investigated and the punishment will be determined by management and the extent of harm to individual involved.

- Employees accessing PII and sensitive college data files that they do not have a reason to access is a violation that may result in immediate termination.
- Blatant disregard for the College's Policies and Procedures may result in immediate termination.
- Intentional release of PII and sensitive college data to someone who should not have access to the information may result in immediate termination and possible prosecution.