



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

DISCIPLINARY ACTION
HR – 607

Department Responsibility: Human Resources
Approved Date: September 15, 2020
Related Policies & Laws: [State Board Policy 8-5-100](#)
[SC Code of Laws – Section 19-717](#)

CHAIRMAN SIGNATURE

PRESIDENT SIGNATURE

It is the policy of Technical College of the Lowcountry to practice progressive discipline. Progressive discipline is intended to be corrective rather than punitive. Continued minor offenses may require a series of disciplinary actions, up to, and including termination; whereas, a severe act of misconduct may result in immediate termination. Each offense will be considered on a case-by-case basis.

This policy applies to classified and unclassified nonacademic employees. TCL employees are expected to perform their work efficiently and effectively, and to be mindful of the public's expectations of the college and its employees. Supervisors are expected to set an example by their own conduct, attitude, and work habits.

PROCEDURES: