

THE CITADEL  
The Military College of South Carolina  
171 Moultrie Street  
Charleston, SC 29409

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR**



suspensions and terminations will be written and signed by the Human Resources Director or his/her designee.

**III. Voluntary Resignations and Performance Issues:**

A. Employees who voluntarily fail to report to work for three consecutive workdays and fail to contact their supervisor during this time period will be considered to have voluntarily resigned. All performance related problems should be addressed by the guidelines established in the Employee Performance Management System.

**IV. Employee Comments**

A. The employee may attach additional comments to any disciplinary action, if desired, within 3 days of receiving the action.

**V. Disciplinary Action**

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- c. A copy of the letter will become a part of the employee's permanent personnel file.
- 4. Suspension - The seriousness of the offense will determine the length of the suspension. All suspensions are without pay.

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<b>Abuse of leave</b>	Verbal reprimand	Written reprimand	Suspension	Termination
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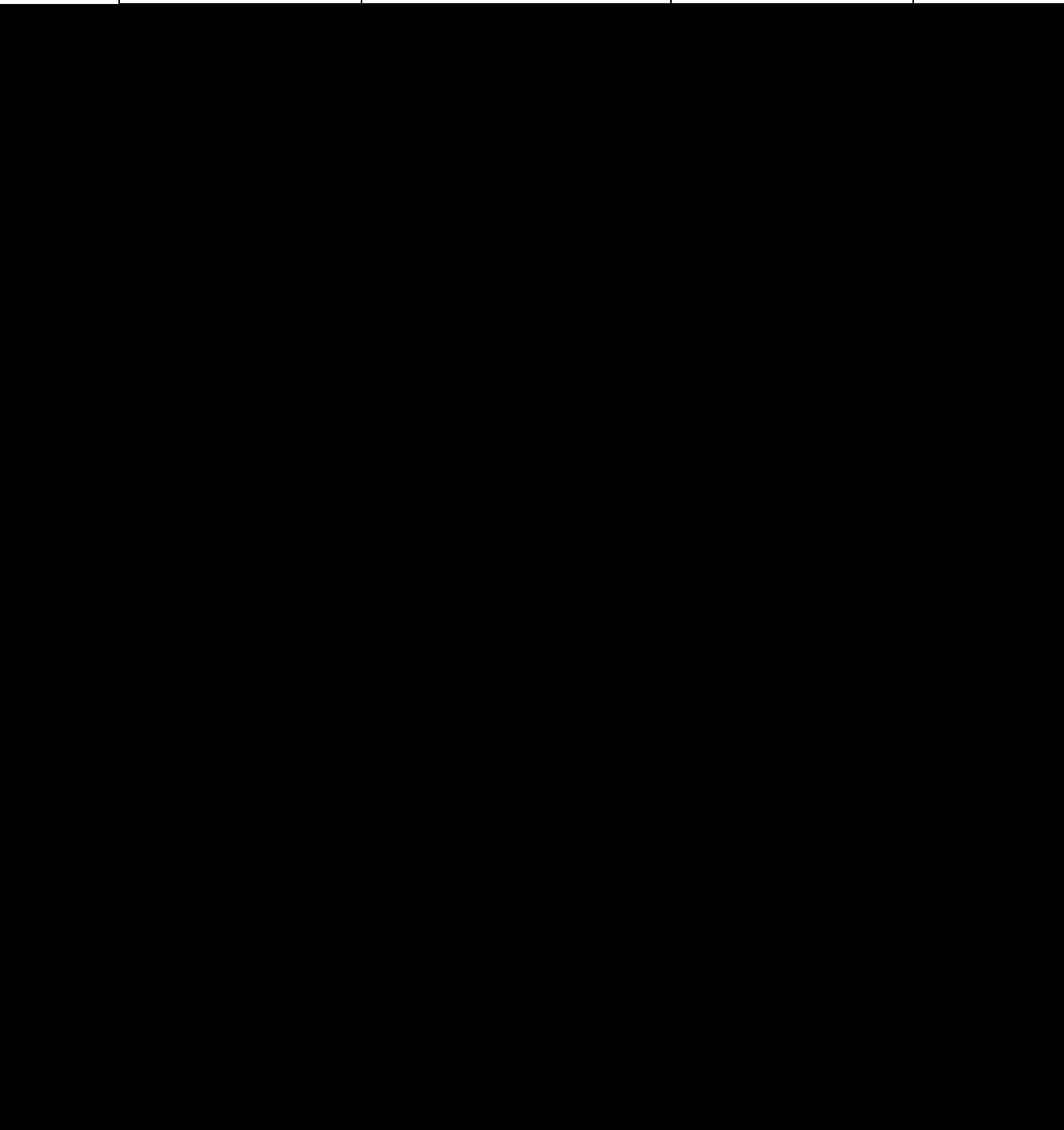
*Termination should be preceded by*

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<b>Sexual Harassment</b>  <i>Refer to Sexual Harassment Policy</i>	Written reprimand to termination	Suspension to termination	Termination	N/A
<b>Unauthorized use of State equipment or property</b>	Written reprimand to suspension	Suspension to termination	Termination	N/A



N/A

<b>Unauthorized distribution of written or printed material of any kind</b>	Verbal reprimand to written reprimand	Written reprimand to suspension	Suspension to termination	N/A
<b>Sleeping on duty</b>	Written reprimand	Suspension to termination	Termination	N/A
<b>Horseplay</b>				

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**Negligent operation**

of a State vehicle 0B5FD(t)TEWWRAIeE o-2(eg)2 ( o)2J(8)c (t)T 0B5FD(o)t)-2c.(g)15 )T.(t)-2 o)2p ( a)2 p (t)-2r)

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<b>Failure to report a violation of law or policy that presents an immediate or continuing threat to student or employee safety.</b>	Written reprimand to termination	Suspension to termination	Termination	N/A
<b>Any accumulation of 3 offenses, within a period of one year, where the first offense calls for a verbal or written reprimand</b>	Suspension to termination	Termination	N/A	N/A

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