



AP 7365 Discipline and Dismissal – Professional Employees

References:

Disciplinary Actions

Disciplinary action taken by Treasure Valley Community College against an employee may include, but is not limited to the following:

- Reduction in pay or demotion – The Treasure Valley Community College may reduce the pay or demote an employee whose performance of the required duties falls below standard, or for misconduct.
- Suspension – An employee may be suspended for disciplinary purposes with or without pay.
- Discharge – An employee may be discharged for cause at any time.

Notice of Intent

Whenever Treasure Valley Community College intends to suspend an employee, demote the employee, or dismiss the employee, the employee shall be given a written notice of discipline which sets forth the following:

- The disciplinary action intended;
- The specific charges upon which the action is based;
- A factual summary of the grounds upon which the charges are based;
- A copy of all written materials, reports, or documents upon which the discipline is based;
- Notice of the employee's right to respond to the charges either orally or in writing to the appropriate manager;
- The date, time and person before whom the employee may respond;
- Notice that failure to respond at the time specified shall constitute a waiver of the right to respond prior to final discipline being imposed.

Response by Employee

The employee shall have the right to respond to the appropriate manager orally or in writing. The employee shall have a right to be represented at any meeting set to hear the employee's response. In cases of suspensions, demotions, or dismissal, the employee's response will be considered before final action is taken.

Final Notice

After the response or the expiration of the employee's time to respond to the notice of intent, the appropriate authority shall:



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- 1) Dismiss the notice of intent and take no disciplinary action against the employee; or
- 2) Modify the intended disciplinary action; or
- 3) prepare and serve upon the employee a final notice of disciplinary action. The final notice of disciplinary action shall include the following:
 - The disciplinary action taken;
 - The effective date of the disciplinary action taken;
 - Specific charges upon which the action is based;
 - A factual summary of the facts upon which the charges are based;
 - The written materials reports and documents upon which the disciplinary action is based;
 - The employee's right to appeal.

The above processes are not required if the College releases an employee pursuant to BP 7235 or 7237 or during the employee's probationary period.

Approved: April 21, 2026