



- 2.1.12 Dissemination of information to the public that is not of a public concern and has the potential to be disruptive to the educational process and interfere with CBC's ability to effectively manage the workplace (e.g., personal interest grievances).
- 2.1.13 Failure to report to work fit for duty and/or while under the influence of alcohol and/or drugs, as well as using, selling, or possessing illegal drugs on College premises or while on College business. While working, employees should only possess and take drugs that are medically authorized, approved, and determined by the employee, the employee's physician, and the College not to impair job performance or cause a safety hazard. Employees are responsible for notifying their supervisors that they are taking prescription medication if it would affect their performance on the job.
- 2.1.14 Any violation of CBC's Administrative Policies and Procedures

### **3.0 Imposition of Discipline**

#### **3.1 Represented (Bargaining Unit) Employees**

Discipline will be administered in accordance with CBC's collective bargaining agreements with the Washington Public Employees Association (WPEA) and the Association for Higher Education (AHE).

#### **3.2 Non-Represented Employees**

For non-represented employees, the choice of which discipline to apply in any particular case is solely CBC's. The following types of disciplinary actions may be used, depending on the particular situation:

- 3.2.1 Oral Warning
- 3.2.2 Written Reprimand
- 3.2.3 Suspension
- 3.2.4 Demotion
- 3.2.5 Termination

Any step or steps of the disciplinary process may be skipped at the discretion of CBC after investigation and analysis of the total situation, seriousness of the violation and circumstances involved. The use of any form of disciplinary action shall not affect or change an employee's "at-will" employment status.