

Today's Date

Mr. John Doe  
1234 Main Street  
City, State, Zip

## **NOTICE OF THREE-WEEK UNPAID DISCIPLINARY SUSPENSION**

Dear John,

**Background, The Facts:** On January 10, 200x, Professor Jones reported to me that you threatened a student, Reginald Applewhite, who had dropped a chewing gum wrapper on the sidewalk in front of the north side of the Prah Building (see attached report from Professor Jones). In short, you told the student, "If you don't pick up that chewing gum wrapper right now, I'm going to hit you with my book bag." Both the student and Professor Jones confirmed that you raised your book bag and swung it at the student. Fortunately, the student avoided being struck by the book bag when she quickly moved away from you. Four student witnesses to this event were interviewed and confirmed this occurrence.

**Reference to Pre-Disciplinary Just Cause Meeting:** We met on January 12, 200x to review this situation with you and to give you the opportunity to share with us any information that you thought relevant prior to us deciding whether to discipline and if so, the nature of the discipline. You said that you became enraged because you had just picked up three large garbage bags of trash and you were sick and tired of picking up trash dropped by students.

**Why The Infraction is a Concern:** Students who come to Mott expect to be treated fairly and respectfully. This is especially important to us as a public organization whose mission is to help students succeed. Your conduct has two practical negative effects. First, students have many choices for higher education and your treatment of the student in this case will certainly be discussed and could well lead to individual decisions to not attend Mott, resulting in a loss of revenue to us and preventing us from attaining our mission of serving students who pay taxes to support Mott. Second, when this event is discussed in the community, it will undoubtedly lead to negative public relations for Mott, something that is particularly important because of our reliance on citizens and taxpayers for ongoing support. Most importantly, students have a right to expect a safe environment when they come to Mott and your conduct in this case has certainly caused many people to have a concern for their safety.

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**What Rule They Violated:** Your conduct violates Board Policy 5503 which states, "The College will not tolerate any act of workplace violence committed by or against faculty, staff, students or visitors. Threats, threatening behavior, acts of violence, or any related conduct, which disrupts another's work performance or the College's ability to execute its mission, will not be tolerated. Faculty and staff are strictly prohibited from making threats or engaging in violent acts."

**What Discipline Will Be Issued/Reference to Prior Coaching or Discipline or Incidents/Reference to Future Action:** Although discharge is warranted in this circumstance, I have decided to issue you a three week unpaid suspension from X to Y given your twenty years of service to the College. However, I must communicate to you that any future hostile treatment of any person that you contact during your employment will result in termination of employment.

NOTE: In this case, there should also be a referral to the EAP. For example: Given your behavior, we strongly encourage/require you to meet with an EAP representative prior to your return to work on X.

Sincerely,

Supervisor Name

Copy: HR (Personnel File)  
Union Representative