



2. If an employee is not satisfied with the response of his/her supervisor, the employee may seek assistance through the normal line of authority or from the Human Resources Department within the next five (5) business days.
3. If an employee is still not satisfied, he/she may request in writing that the problem(s) be considered by the Executive Committee or the President's Cabinet and may request a meeting to present his/her position.
4. If the grievance has not been resolved at this point, an employee may request that the Board of Governors consider the case. The employee must present his/her position in writing within five (5) business days of the last response. A request may be made to appear before the Board of Governors to present the statement. The decision of this body will be final and binding.

### **Q. Disciplinary Procedures**

There are four (4) steps of recourse available to the administration whenever the policies, regulations, and guidelines of the College are ignored or violated. At each stage in the process, a plan for change of behaviour may be developed to monitor progress towards compliance with the relevant policy, regulation or guideline. The College will typically follow the steps outlined in due process but reserves the right to bypass them in cases of misconduct that merits doing so. The four (4) steps of recourse are as follows:

1. Oral reprimand (noted)
2. Written reprimand
3. Suspension (1 week)
4. Dismissal

The President may suspend a member of the faculty/staff for gross neglect of duty or misconduct to injure the reputation of the College. The following reasons for suspension may also be interpreted under the foregoing:

1. Gross neglect of duty
2. Misconduct calculated to injure the reputation of the College
3. Incompetence
4. Illegal possession and/or misuse of drugs
5. Sexual misconduct including sexual offences under BVI law and sexual harassment as defined in this Handbook
6. Violation of work rules as laid down by management
7. Falsification of records
8. Gross insubordination
9. Breach of confidentiality
10. Conflict of interest
11. Discrimination of any kind whether sexual, racial, philosophical, or otherwise
12. Dishonesty



## **R. Due Process**

### ORAL REPRIMAND

Oral reprimands shall be presented with high regard for minimizing embarrassment to the employee before other employees or the public. The immediate supervisor should notify the Human Resources Department in writing that an oral reprimand was issued to an employee and the reasons why. Should an oral reprimand fail to eliminate the cause of such reprimand, a written reprimand may be issued.

### WRITTEN REPRIMAND

Written reprimands made by an immediate supervisor shall be made known to the Human Resources Department. When approved by the Human Resources Department, this letter shall be placed in the employee's personnel file. Written reprimands may be followed by an employee's request for an appointment with the immediate supervisor, which in all instances shall be honored by the immediate supervisor.

### SUSPENSION

The President reserves the right to suspend an employee upon recommendation from the Human Resources Department. The President shall report the same and the circumstances thereof in writing to the Chairman of the Board of Governors. An employee may appeal the suspension to the President in writing, within seven (7) business days of receipt of the suspension letter.

### DISMISSAL

The Board may dismiss any member of the faculty/staff appointed to a post on the permanent staff of the College subject to the following conditions:

- Such member shall be given due notice that his/her dismissal is under consideration together with a statement of the charges alleged against him/her.
- Such member shall be given an opportunity to exculpate himself/herself against any such charges.

In cases where any member of the faculty/staff is appointed and employed under written contract of service, the terms of such contract in relation to the termination thereof shall have effect. Should employees be dismissed, they may be given benefits in conformity with the existing laws of the BVI or as stipulated by contract. The President shall issue a letter of dismissal. Exit interviews shall be conducted whenever possible.