



CORRECTIVE ACTION POLICY

PERSONNEL | 300.311

Last Evaluation

3/13/2026

Executive Staff Approval

6/6/2026

Board Approval

8/19/2026

1. Policy Purpose

The purpose of this policy is to establish the College's framework for administering corrective action and discipline when employee conduct or performance does not meet institutional standards. Mountainland Technical College (MTECH) is committed to administering corrective action in a fair, consistent, and nondiscriminatory manner, while preserving its status as an at-will employer.

This policy is intended to:

- define expectations for employee conduct and performance;
- provide a structured approach for addressing performance or conduct concerns; and
- ensure employees are informed of performance expectations and, when appropriate, provided an opportunity to correct the identified concerns.

2. Definitions

Corrective Action – Coaching, counseling, performance improvement plans, disciplinary action, or other management interventions intended to address employee performance or conduct concerns.

Malfeasance - the willful and intentional act of doing harm.

Misfeasance - the act of engaging in an action or duty but failing to perform the duty correctly.

Nonfeasance - a failure to act when under an obligation to do so.

3. References

MTECH Policy 300.302 Employment At-Will

MTECH Policy 300.307 Conflict of Interest

MTECH Procedure 300/311A Corrective Action

MTECH Policy 300.305 Discrimination

MTECH Procedure 300.305A Discrimination

MTECH Policy 300.325 Employee Grievances

MTECH Procedure 300.325A Employee Grievances

MTECH Employee Handbook

4. Corrective Action

- 4.1 Mountainland Technical College (MTECH) retains the authority to administer corrective action and discipline, up to and including termination of employment, in accordance with this policy and applicable law. Nothing in this policy alters the at-will employment relationship.
- 4.2 Corrective action shall not be used for any reason prohibited by law. (See MTECH Policy 300.305 Discrimination and Harassment)
- 4.3 Supervisors must consult with the Human Resources office prior to implementing any corrective action, including Performance Improvement Plans or disciplinary action.

5. Performance Improvement Plan

- 5.1 A supervisor may implement a Performance Improvement Plan (PIP) when an employee's performance fails to meet established standards. A PIP is intended to provide clear expectations, a defined timeline, and an opportunity for improvement. Initiation of a performance improvement plan does not preclude management from taking additional corrective action, including discipline.

- 5.2 Successful completion of a Performance Improvement Plan does not preclude future corrective action if similar or additional performance concerns arise.

6. Discipline

- 6.1 Employees may be subject to discipline for conduct on or off duty, or performance that fails to meet institutional standards, including but not limited to:
- Violation of College policies or procedures, including safety or department-specific policies;
 - Failure to perform assigned duties competently or maintain required qualifications;
 - Insubordination;
 - Misfeasance, malfeasance, or nonfeasance, workplace violence, threats, or intimidation;
 - Conflict of interest;
 - Dishonesty or misconduct;
 - Other conduct that violates College policy or adversely affects the College's operations.
- 6.2 MTECH generally follows progressive discipline; however, the College reserves the right to determine appropriate discipline based on the severity of the conduct.
- 6.3 Disciplinary actions may include verbal or written warnings, reprimands, suspension, demotion, or termination of employment.
- 6.4 Disciplinary actions will be documented and maintained in the employee's personnel file.
- 6.5 Employees may utilize applicable grievance procedures as outlined in MTECH Policy 300.325.
- 6.6 Procedures governing implementation of this policy are set forth in MTECH Corrective Action Procedure.

7. Evaluation History

Last Evaluation	Executive Staff Approval	Board Approval
6/16/2004	6/1/2009	6/16/2004
3/1/2009	12/14/2020	7/1/2009
12/1/2020		1/20/2021
3/13/2026	6/6/2026	8/19/2026