

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Human Resources

BCOM Policy 4402

TOPIC: Due Process

Approval Date:
01/01/15

Ratified: 11/29/16

Effective Date:

Approved: Signature on File

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*Policy reformatted and renumbered for uniformity May 2016

Purpose

The Board of Trustees of Burrell College of Osteopathic Medicine (BCOM) provides and supports a system to ensure that all employees, students, including but not limited to, faculty, non-faculty, managers and executives whether full-time or part-time status, are afforded due process during times of disciplinary review and/or action based on all local, state and federal employment laws.

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

BCOM supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.