

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Due Process for Employees</b>		<b>SOP #: HR.014.02</b>
Effective Date	11/29/2016	
Last Revision/Review	12/01/21, 4/28/23	

### **1. Purpose**

The Board of Trustees of Burrell College of Osteopathic Medicine (Burrell) provides and supports a system to ensure that all employees, 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.

### **2. Related Policy/Authority**

Burrell Policy B5001 and B7551

SOP HR.013

### **3. Faculty/Staff Responsibilities**

Employees that are facing possible discipline and/or action based on all local, state and federal employment laws.

### **4. Definitions/Abbreviations**

None

### **5. Procedural Steps**

1. Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies.
2. Every employee also has 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.
3. Burrell supports the use of progressive discipline to address issues such as poor work performance or misconduct.
4. The progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues.
5. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.

### **6. Reports/Charts/Forms/Attachments/Cross References**

None

### **7. Maintenance**

Human Resources; to be reviewed every January.

### **8. Signature**

Approved by

VP of Administration/CFO

4/28/2023

Date

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### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
4/28/23	1, 5	Remove students; grammar and style corrections		4/28/23