

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Due Process for Employees		SOP #: HR.014.01
Effective Date	11/29/2016	
Last Revision/Review	12/01/21	

1. Purpose

The Board of Trustees of Burrell College of Osteopathic Medicine (Burrell) 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.

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. 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.
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

Signature on File

VP of Administration/CFO

12/01/21

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