



Policy Source: Combination of Gwinnett Tech and TCSG	Owner: Vice President of Human Resources	Effective: 2008
Division: Administrative Services	Reviewed: 2/2010, 1/2016, 3/2019, 12/2020 Revised:	

4.4.1 GT TCSG Employee Discipline

The office of human resources follows the Technical College System of Georgia (TCSG) 4.4.1 – Positive Discipline policy, which can be found in the Administration/Operations section of the State Board Policies and TCSG Procedures Manual. The link is as follows:
<https://tcsge.edu/tcsgpolicy/files/4.4.1.pdf>.

Behaviors that violate the general good and impede the mission of the Technical College System of Georgia and Gwinnett Technical College require disciplinary action. These include, but are not necessarily limited, to the following:

1. Fraud or misrepresentation in securing appointment;
2. Incompetence, including inability or unfitness to perform assigned duties;
3. Inefficiency;
4. Neglect of duty; including failure to secure or maintain necessary educational training;
5. Insubordination;
6. Dishonesty;
7. Intoxication on duty by reason of drug or alcohol ingestion;
8. Absence without approved leave;
9. Conviction of a felony;
10. Conviction of a misdemeanor involving moral turpitude or conviction of a misdemeanor related to the employee's employment;
11. Discourteous treatment of or inappropriate interaction with the public, other employees or students;
12. Misuse of department, College or other government property;

13. Misconduct on or off duty including any action that causes discredit to the department or College;
14. Violation of department or College policies or procedures; and
15. Engaging in any act that violates the department's equal opportunity or harassment policies.
16. Other good and sufficient cause.