



ABRAHAM BALDWIN AGRICULTURAL COLLEGE

Office of Human Resources

EMPLOYEE PROGRESSIVE DISCIPLINE GUIDELINES

Pursuant to section 9.1.7 of the USG Policy Manual, tobacco products and e-cigarettes are prohibited on all USG property, effective October 1, 2014. Use of these items is not permitted on any USG property including in or around the residence halls. Violations of this policy will be considered a policy violation and subject to ABAC Progressive Discipline Guidelines.

Initial Violation: Counseling Session (documented for date/ time/location)

Second Violation: First Level Written Warning

Third Violation: Second Level Written Warning

Fourth Violation: Final Warning

Fifth Violation: Termination

STUDENT DISCIPLINE PROCESS

1st Violation Name, 918# (if available) and location of offense is reported to the Dean of Students. This information will be kept in a data base. Students violating the policy will be asked to leave any class or activity on campus if they refuse to comply with first request to stop.

2nd Violation Student receives a WARNING LETTER from Dean of Students. This letter will include support and cessation resources.

3rd Violation Student will be mandated to attend an Awareness class, online or in classroom. Any costs associated with the class will be paid by the student. Student may be sanctioned to prepare and execute an approved educational program or complete bulletin boards in high traffic areas.

4th Violation Student will be required to see a counselor in the Student Development Office for 3 meetings.

5th Violation Student may be suspended from the college.

SMOKING/TOBACCO HOUSING

Students found using tobacco in rooms will be charged \$200 for room restoration each time violation is documented. Repeat violations may result in removal from the residence halls. Student using tobacco products in or around the residence hall will receive the same sanction.