

## EMPLOYEE DISCIPLINE FORM

Employee Information			
Employee Name:	Michael Phillips	CWID:	[REDACTED]
Job Title:	Professor	Department:	History
Full-time or Part-time:	Full-time	Exempt / Non-Exempt:	Exempt
Immediate Supervisor:	Dr. Chaele O'Quin	Date:	8/27/2021
Performance Status			
<input checked="" type="checkbox"/> Level 1 Warning	<input type="checkbox"/> Level 2 Warning	<input type="checkbox"/> Recommendation for Suspension	
Details			

List the employee's primary job responsibilities or behaviors that require attention and describe the specific improvement that is needed. (Include facts about events, dates, people, documents, etc.)

**1. Job Performance/Behavior Deficiency:**

Performance/Behavior Deficiency – On August 11, 2021, Dr. Michael Phillips posted a copy of a PowerPoint slide from his Division Meeting with his Associate Dean on his public social media, questioning the message on the slide. The Associate Dean confirmed that the PowerPoint slide was used in her presentation in the Division meeting, but shown without context. We have previously coached Dr. Phillips about using all internal communication channels (for instance, Associate Dean, Dean, Faculty Council, etc.) with his questions and/or concerns with the College, including formal coaching in July 2019, informal coaching in June 2020, and verbal and email announcements in Division meetings in August 2021. He did not come to anyone to discuss his concerns after the August 11<sup>th</sup> meeting. Regardless of the questions or workplace concerns, the reason for this disciplinary warning is his continued conduct in not bringing up his concerns in an appropriate manner.

This continued conduct of ignoring requests by supervisors constitutes insubordination as defined by Board policy DMAA (Local). Additionally, this conduct also violates Collin College's Code of Professional Ethics, as stated in Board Policy DH (Exhibit), specifically items listed below:

- #4: "The Professional Educator shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel" and
- #11, "The Professional Educator shall observe the stated policies and procedures of the College District, reserving the right to seek revision in a judicious and appropriate manner."

**Specific Results Required for Acceptable Improvement:**

Dr. Phillips is expected to follow Collin College's policies and procedures.

1. In the event the expectations of communicating with supervisors, as set out in this level 1 and previously discussed with Dr. Phillips, are not clear, Dr. Phillips should schedule a call with Associate Dean Dr. Chaele O'Quin as soon as possible.
2. If there are future questions, concerns, or differences of opinion, Dr. Phillips should use internal communication channels, including Associate Dean, Dean, Provost, or otherwise as directed.

Date for Improvement to be completed: immediately and on-going

Changes to template verbiage must be approved by HR.

Supervisor Initials: *MP*

Employee Initials: *MP*

HRC Initials: *[Signature]*



### Supervisor Support

List the support to be provided by supervisor (e.g. training, equipment, observation, procedures, coaching):

Associate Dean Dr. Chaelle O'Quin will be available to meet with Dr. Phillips (in person, via email, or via Zoom) on a regular basis throughout the fall semester pursuant to Dr. Phillips' schedule. As needed, Dean Dr. Kristen Streater will also be available to address any questions or concerns.

The Employee Discipline Form as provided above has been reviewed and approved by a member of human resources.

HR Liaison Reviewed and Approved: [Signature]

Date: 8/27/21

Failure to show improvement in your job performance or behavior by stated deadlines and/or any future violations of the same or similar nature will subject you to further disciplinary action, up to and including termination of employment.

### Acknowledgement of Receipt of Performance Documentation

Immediate Supervisor:

Michelle [Signature]

Date: 8/27/21

Next Level Supervisor:

Kristen Streater

Date: 8/27/21

Employee:

[Signature]

Date: 8/27/21

Your signature acknowledges discussion of the issues and receipt of the document. It does not indicate agreement with the document. You may add comments in the box below or submit them later by memo or e-mail.

### Employee Comments

I disagree with this interpretation of policy and believe it contradicts board policy that guarantees faculty free speech and the right of faculty to speak publicly on matters of public concerns

Changes to template verbiage must be approved by HR.

Supervisor Initials: [Signature]

Employee Initials: [Signature]

HRC Initials: [Signature]