

# PERALTA COMMUNITY COLLEGE DISTRICT

## DISCIPLINE QUIZ

1. Two employees engaged in a physical fight at work. Both employees must be disciplined. T F
2. An employee must always be given a “warning” before discipline is imposed. T F
3. Management has the burden of proof in employee discipline hearings (arbitration). T F
4. Generally speaking, employee discipline is intended to be corrective and not punitive. T F
5. During a disciplinary interview or conference, the employee has no right to have a union representative present. T F
6. You request that an employee whom you supervisor meet with you. The employee refuses to meet. This is insubordination and subject to disciplinary action. T F
7. In the documentation of the use of an obscene four-letter word by an employee against a co-worker or supervisor, it is better to use the phrase “Employee used an inappropriate obscene word in public,” than to insert the exact inappropriate language in the document. T F
8. Employee worked overtime without your knowledge or approval. You do not have to authorize payment of overtime. T F
9. Employee’s failure to meet standards leaves supervisors with no alternatives but to implement discipline. T F
10. Most discipline should come as no surprise to an employee. T F
11. Effective interpersonal communication between employees and

- supervisors is a key to effective discipline. T F
12. All employees have the legal right to see the contents of their personnel files. T F
13. Union representatives have the legal right to inspect employee personnel files. T F
14. At a disciplinary hearing, the supervisor is on trial. T F
15. All written public complaints should be included in an employee's personnel file. T F
16. There are minimum procedural safeguards that must be provided to employees before discipline can be imposed. T F
17. Employees have a legal choice to refuse to answer management's questions which can be used as evidence against them in a disciplinary action. T F
18. If an employee is always calling in sick and has a doctor's note, the District cannot discipline them for excessive absences. T F
19. The employer has a legal obligation to protect employees from threats and violence at work. T F
20. No disciplinary action shall be taken for any cause that arose prior to the employee's becoming permanent, or for any cause that arose more than two years preceding the date of the filing of the notice of cause, unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the employing district. T F
21. Once employees have concluded their probation, it is impossible to discipline them. T F