

Staff Disciplinary Procedures/Termination

Discipline is any action or series of actions instituted to ensure effective job performance and conformance with established work rules. Disciplinary action may take the form of a verbal reprimand, written reprimand, suspension with or without pay, demotion, or termination as the University sees fit.

In instances involving minor work performance problems, a verbal reminder is the first step in the positive discipline procedure. It involves a discussion between a supervisor and an employee about minor issues not involving honesty, threat to operations, or threat to safety of employees. If discipline beyond an informal warning is indicated, a written warning will be issued to the employee which documents:

- nature and extent of the issue
- the violated rule, policy or procedure, if applicable
- the extent to which the employee has failed to meet job performance expectations, if applicable
- suggested courses of action and resources available
- statement of consequences in the absence of improvement
- disciplinary action beyond written warning, if any, and
- any follow-up action to be taken.

The employee will be required to sign the provided statement, signifying receipt of such communication. An employee may be immediately discharged upon receipt of the third written warning. The University, however, reserves the right to immediately discharge the employee for serious offenses (as determined at the sole discretion of the University) or at any time prior to the issuance of three written warnings depending on the circumstances.

At the discretion of the University, a staff member may be suspended from employment with or without pay pending further investigation of a matter, including possible official actions by outside legal agencies.

Written disciplinary records will be removed from an employee's personnel file after the completion of five years without an additional discipline-related incident.

The decision to dismiss a staff member shall be made by the appropriate supervisor. A staff member may be dismissed summarily for a serious offense or as a result of three warning letters on file. Before dismissal occurs, however, the supervisor will not take action without prior consultation with the division administrative officer and the Director of Human Resources. When notice of dismissal is given to a staff member, it shall be effective immediately.

Disputes involving disciplinary procedures and/or termination can be addressed in the Mediation and Resolution of Disputes Process. Terminated employees who wish to have the termination decision reviewed in the Mediation and Resolution of Disputes Process must initiate these procedures within two weeks of receiving notice of termination. ([See Appendix A.](#))