Background

1. The purpose of this policy is to establish guidelines for imposing corrective action upon staff that have violated university policies, procedures or rules. This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

Policy

1. The university subscribes to the principle of progressive corrective action; however, it reserves the right to impose an appropriate level of corrective action, including termination, depending upon the severity of the violation.

2. An employee may be counseled, reprimanded, suspended, demoted or terminated for a violation of university policies, procedures or rules.

3. For unrepresented employees, a corrective action more than three (3) years old, providing there has been no intervening discipline, will not be considered in the determination of subsequent corrective action. For represented employees, consult the appropriate collective bargaining agreement.

4. The appropriate unit supervisor and administrative authority are responsible for imposing corrective action.

5. Unclassified employees serve at will. They may be terminated at any time and for any reason or no reason; however, the Labor and Employee
Relations division must be consulted prior to the termination.

6. Classified employees have a property interest in their employment, and corrective action may be imposed subject to due process.

Procedure

1. The appropriate supervisor and/or administrative authority shall contact the Labor and Employees Relations division before imposing any corrective action.

2. For unclassified employees, if the appropriate supervisor and/or administrative authority believe corrective action may be warranted, he/she shall meet with the employee to discuss the corrective action.

3. The unclassified employee shall be given no more than twenty-four (24) hours to respond to the stated reasons for corrective action.

4. If the supervisor and/or administrative authority determine corrective action is still warranted, he/she shall give the unclassified employee a letter stating the reason for the corrective action and the action being imposed.

5. For classified employees, if the appropriate supervisor and/or administrative authority believe corrective action in the form of a suspension, demotion or termination may be warranted, he/she shall send a written request for an administrative hearing to the Labor and Employee Relations division.

6. The request shall contain the employee’s name, job title, work address and work schedule; the name of the supervisor and/or administrative authority; a summary of the alleged violations and the recommended corrective action.

7. The Labor and Employee Relations division shall schedule the hearing, at which the supervisor and/or administrative authority shall present the rationale for the proposed corrective action. The employee will have an opportunity to refute and rebut the allegations.

8. At the conclusion of the administrative hearing, the hearing officer shall recommend appropriate action to the supervisor and/or administrative authority, who shall then issue a final decision to the employee.

9. Employees subject to corrective action should consult their collective
bargaining agreement, if appropriate, or HR Policy 17.01 regarding appeal procedures.

**Phone Contacts:**
Labor and Employee Relations   513-556-6372