

POLICY 16
CONDUCT AND DISCIPLINE

Rule 16.06 - Corrective Action and Progressive Discipline

The University will strive to insure consistent and uniform treatment in disciplinary matters for all Civil Service employees. Disciplinary suspensions and lesser forms of corrective action or discipline such as verbal warnings and reprimands, letters of warning, and letters of reprimand are not subject to review by the Merit Board of the State Universities Civil Service System. Effort should be made to apply discipline consistently, impartially, fairly, and firmly. Decisions on discipline shall not be made in an arbitrary or capricious manner but as a result of informed and unbiased investigations. Internal operating procedures will be established that provide for a thorough investigation prior to a predisciplinary meeting with the employee and the employee's representative when formal discipline is anticipated. Notification of a predisciplinary meeting shall be given to the employee at least three (3) work days before the scheduled date of the meeting, unless there is potential threat to University property or human resources or unless otherwise specified in a collective bargaining agreement. In certain circumstances when an offense is of a serious nature, the principles of corrective action and progressive discipline may not be applicable, and immediate suspension or discharge may be warranted.

Regulations

16.061 Progressive Discipline

Officials of the University will follow the principles of corrective action and progressive discipline for offenses as defined by the University. Before taking disciplinary action, consultation will be held with the appropriate staff of the campus human resources office.

16.062 Responsibility for Disciplinary Action

Normally, designated supervisors or unit officials are responsible for administering disciplinary measures. Before taking disciplinary action, supervisors and unit officials shall consult with the appropriate staff of the campus human resources office. Each campus human resources office shall develop procedures for administering the levels of corrective action and progressive discipline.

If disciplinary action for the same reason(s) is taken simultaneously against numbers of employees assigned to several colleges or units, this action shall be taken by an official at an organizational level that covers all employees affected.

16.063 Leave with Pay Pending Appropriate Action

In certain cases, the employee's presence on the job may be detrimental to the employee and/or the operating unit, or constitute a substantial risk of injury to life or property. In such cases, the supervisor or designated unit official shall consult with the unit head and

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Regulations (Continued)

the employee relations staff of the campus human resources office. If warranted, the employee should be placed on an approved leave of absence with pay, pending determination of appropriate action. An investigation to determine appropriate action normally shall be completed within ten (10) working days after the day the employee is placed on leave. If, as a result of the investigation, it should be determined that disciplinary action is warranted, such action shall be administered in accordance with Policy and Rules.

16.064 Involuntary Demotion

An involuntary demotion may be an appropriate action in some disciplinary situations. When it is, the supervisor or unit official and the head of the campus human resources office, in consultation with University Counsel, will jointly prepare a Notice of Demotion to be served to the employee and filed with the Merit Board. A new Notice of Appointment must also be issued. Procedures for involuntary demotion are the same as for discharge (see Rule 16.08).