

POLICY 16
CONDUCT AND DISCIPLINE

Rule 16.07 - Disciplinary Suspension

Disciplinary suspensions shall be in compliance with the procedural requirements of Civil Service System Rule 250.110(d). An employee served a Disciplinary Suspension Notice or a Suspension Pending Discharge without pay shall be placed on special leave and may thereafter make contributions to the State Universities Retirement System and for other benefits as defined in the benefits policy. An employee's pay will be suspended on the date set forth in the suspension notice, and the employee must make contributions for benefits until he or she is returned to pay status, or until:

- A. The employee's status has been finally and completely established after exhaustion of all appeal procedures or after the expiration of the time allowed for such appeals, or
- B. The employee accepts the discharge and requests the University to complete the discharge process.

Regulations

16.071 Procedural Requirements

To assure consistent and uniform treatment in the application of disciplinary suspensions a disciplinary suspension of not more than thirty (30) calendar days may be imposed upon an employee only after the supervisor or designated unit official has discussed the specific reason(s) for the suspension with the employee and has received the approval of the head of the campus human resources office or a designee. Prior to approval and imposition of a suspension, the supervisor or designated unit official must inform the employee that disciplinary measures are being considered, provide the employee an opportunity to respond to the charges at a predisciplinary meeting, and consider the employee's response.

The supervisor or designated official taking the action shall consult with the campus human resources office to prepare and serve on the employee a Disciplinary Suspension Notice which contains the following: (a) the precise time limits of the suspension - number of days inclusive and hours; (b) a specific factual description of the offense - what happened, where, and when; (c) a statement of the rule violated or other reason disciplinary action is in order; (d) the impact of the offense upon the University's work or upon other employees; (e) a listing of prior relevant disciplinary actions; and (f) a warning that further infraction of the rules will lead to a more severe penalty.

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Regulations (Continued)

16.072 Distribution of Disciplinary Suspension Notice

The campus human resources office shall distribute copies of the Disciplinary Suspension Notice to the:

- (a) Associate Vice President for Administration and Human Resources
- (b) Employee's personnel file
- (c) University Counsel
- (d) State Universities Civil Service System

Additional copies of any of the completed forms should be distributed to meet local requirements as determined by the campus human resources office.

16.073 Right of Review

An employee's allegation that a disciplinary suspension was unfairly imposed is subject to the University grievance procedure (Rule 17), but is not reviewable by the Civil Service System.