



Guideline/Policy Name: **Disciplinary Guidelines**

Revision Date: 7/1/99

Approved by: Director, University Services Human Resources

Policy

University Services believes the purpose of disciplinary action is to assist employees in correcting and improving their behavior and performance on the job. Please refer to the applicable Bargaining Unit Agreement, Civil Service Rules, or Student Employment Rules prior to implementing any disciplinary action. Discipline must be for *Just Cause* only, with the exception of trades employees.

Considerations in Determining Just Cause

- Was the employee aware of the rule, performance or expected conduct?
- Was the employee aware of the disciplinary consequences?
- Was the employer's rule reasonably related to the needs of the operation?
- Was the employer's directive lawful?
- Did the supervisor conduct a fair and objective investigation before disciplining the employee?
- Was the employee given an opportunity to be heard and explain his/her actions prior to the disciplinary action?
- Did the investigation produce substantial evidence or proof that the employee was guilty as charged?
- Was the disciplinary action consistent with that imposed against other employees in similar situations?
- Was the penalty imposed reasonably related to the seriousness of the offense when viewed along with the employees work record?

Review existing documentation and document the disciplinary process.

Types of Discipline

Possible types of discipline include:

- Oral Warning
- Written Warning
- Suspension without Pay
- Termination

Discipline should be determined on a case by case basis. In situations where written disciplinary information needs to be sent to an employee, send one copy via US Mail and one copy via certified mail. Questions should be directed to a Human Resources Representative.

Disciplinary Procedures for Trades Workers

Trades workers are considered day laborers. There are no just cause provisions for day laborers. All questions regarding performance issues with trade's workers should be directed to a Human Resources Representative.

Attachments

1. Coaching Form
2. Oral Warning Form
3. Sample of a written disciplinary document
4. Investigation Form

If you have questions regarding disciplinary action, please contact your University Services Human Resources Consultant.