



POLICY

Employee Disciplinary Guidelines

Policy Administrator: Associate Vice President for Human Resources
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Index Cross-References: Procedure 6140 Disciplinary Guidelines for Supervisors, Procedure 6220 Disciplinary Matters
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Approved By: Board of Trustees

It is the policy of the University that when an employee repeatedly fails to meet written performance expectations of which the employee has been given notice, or demonstrates inappropriate conduct or behavior, the supervisor shall document the behavior, take corrective action, and report the conduct or behavior as mandated by other University requirements, policies, or procedures. Disciplinary action can be issued for conduct that is contrary to, or in violation of, federal or State laws or regulations or University policies or procedures. Discipline can also be issued for any behavior that is inconsistent with the University's Mission, Vision or Values. All University employees can be disciplined for conduct that violates University policies and procedures and/or State or federal law, regardless of whether it occurs in the workplace or outside of the work environment, including any social media platform. All University employees must refrain from engaging in conduct that adversely impacts public trust and confidence in the University, or otherwise portrays the University in a negative light.

The purpose of any disciplinary action is corrective, not punitive. The imposition of disciplinary action should be timely, appropriate, and directly related to the seriousness of the infraction committed by the employee. Once an infraction is identified, the supervisor and/or manager, in consultation with the Office of Human Resources, will identify and impose the appropriate corrective action(s). The University follows the concept of Progressive Discipline based on the nature of the violation and the severity of the conduct or behavior, and takes into consideration any prior relevant disciplinary history. University policies, procedures, or practices may warrant the imposition of a more severe sanction, up to and including termination. In addition, there may be instances where the first infraction involves serious misconduct, performance problems, and violation of laws, and in those instances progressive discipline may not be appropriate.

Illegal behavior generally is not eligible for progressive discipline and may result in immediate termination and referral to law enforcement authorities.

Managers and Temporary Employment Services (TES) employees are at-will employees and as such, progressive discipline may not be applicable in every instance.

Review History:

	Date
Policy Administrator	03/28/2022
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General Counsel	08/17/2022
Cabinet	08/25/2022
President	08/29/2022
Board of Trustees	12/07/2022