

### **Disciplinary Guidelines**

When appropriate, employees may be counseled in an attempt to correct work-related performance or behavioral problems. Generally, progressive disciplinary actions as described below will be followed. **However, in certain circumstances and at the University's sole discretion, it may be necessary to impose an action, up to and including termination of employment, without prior notice or counseling and without progressing through each stage of the disciplinary guidelines.**

Determination of appropriate action will be made on a case-by-case nondiscriminatory basis depending upon the nature and severity of the occurrence and in consultation with and the approval of the appropriate vice president, and the associate vice human resources.

**Verbal Counseling:** The supervisor or manager may discuss unacceptable performance or behavior with the employee. The discussion will indicate the nature of the problem and the action necessary to correct it. Verbal counseling should be documented on the employee counseling form and retained by the supervisor.

**Level 1 Written Warning:** The supervisor may prepare a written warning regarding an employee's unacceptable performance or behavior, which will be discussed with the employee. The written warning shall clearly state the problem, identify date(s) and example(s) of problem behavior, state the required expectations for change, including a deadline (time periods), provide the employee with suggestions for improving his or her performance and state the consequences if conditions are not met. Some infractions may warrant a written warning without prior verbal counseling. The supervisor and the employee will sign the written warning and the employee will be given a copy. The original shall be sent to the Office of Human Resources. An employee's signature merely acknowledges receipt and understanding of the nature of the warning. If the employee refuses to sign the written warning the supervisor may sign and note that the employee received the written warning and refused to sign.

**Level 2 Written Warning:** A second written warning repeating the above criteria may be utilized if the offending behavior or job performance does not reflect immediate, significant and sustained improvement.

The second written warning must put the employee on notice that if behavior/job performance does not improve immediately termination of employment may occur. The employee should sign the second written warning, receive a copy and the original should be sent to the Office of Human Resources.