

### CIVIL SERVICE DISCIPLINARY MANAGEMENT

In accordance with existing [Civil Service rules](#) and generally expected standards of employee conduct, what follows are some types of behavior that may result in disciplinary action up to and including discharge. This list is not intended to be all inclusive, but should function as a guide to both the employee and supervisor.

Unauthorized and unexcused absence  
Leaving work without authority  
Habitual lateness  
Key duplication and/or unauthorized possession of keys  
Misrepresentation of absence  
Falsification of records  
Refusal or neglect to do work assigned  
Failure to follow work schedule  
Failure to follow time schedules  
Insolence  
Failure to adhere to departmental regulations  
Insubordination  
Smoking in prohibited areas  
Disregard of safety regulations  
Careless workmanship resulting in spoilage, waste, or delay  
Theft  
Unauthorized use of institutional property  
Gambling on institutional property  
Creating or contributing to unsanitary conditions  
Horseplay or scuffling  
Fighting  
Sleeping during working hours  
Drinking intoxicating liquors on institutional time or property  
Inability to perform satisfactorily assigned duties as a result of drinking alcoholic beverages  
Malicious damage to property, tools, or equipment  
Immoral or indecent conduct  
Conviction of an offense involving moral turpitude  
Illegal use or possession of controlled substances, drugs and/or narcotics  
Criminal drug statute convictions for a violation occurring in the workplace

The University subscribes to the principle of the use of discipline to correct employee conduct and/or behavior. Such discipline will normally be issued in a progressive manner dependent upon the facts and circumstances of individual cases. Prior discipline may be considered dependent upon the individual circumstances of the instant case (or under such time limits as prescribed within individual collective bargaining agreements).

The appropriate forms of disciplinary action shall include:

### Oral Reprimand

Oral reprimand involves a discussion between the supervisor and the employee regarding the infraction with an emphasis on correcting the employee's behavior. A confirmation of an oral reprimand may be kept in the employee's personnel file.

### Written Reprimand

For more serious or repeated cases of rules infractions, the supervisor shall counsel the employee as to the correct and expected behavior as well as record the circumstances of the violation in memorandum form, giving the original to the employee and placing a copy in the employee's personnel file.

### Suspension

The suspension of an employee shall be based on the recommendations of the supervisor and shall be subject to the approval of the Director of Human Resources, or designee, to insure consistency of action throughout the institution. The Director of Human Resources will issue all suspensions.

### Discharge

When less severe actions fail in correcting an employee's job-related behavior, or when the offense requires immediate separation from employment, a "discharge action" shall be taken. The supervisor shall normally recommend the action which shall then be subject to the approval of the Director of Human Resources, who shall issue the discharge.

### Appeal and Grievance Procedure

The employee shall have the option to provide a written rebuttal or clarification at any step in the disciplinary process. The employee's statement will be added to the employee's personnel file. Appeals of disciplinary action shall be made in accordance with the [Grievance Procedures for Civil Service Employees](#). The employee will be informed of procedures for appeal of a suspension greater than thirty days or of discharge.

### Responsibilities

**Supervisor:** To initiate, upon consultation with the Director of Human Resources, oral and/or written reprimand action. To provide employee counsel and follow-up to assist problem correction. To recommend to the appropriate Department Head, Dean, Director or Vice President, after consultation with the Director of Human Resources, employee suspension and/or discharge.

**Department Head, Dean, Director, Vice President:** To review Supervisor's suspension and/or discharge recommendation and provide a recommended action to the Director of Human Resources.

**Director of Human Resources:** To provide consultation to Supervisor, Department Head, and others. To insure appropriateness and consistency of disciplinary action. To provide final University approval to suspend or discharge and to issue all suspension and discharge notices.

## GUIDELINES FOR SUPERVISORS

When a possible infraction has been observed and/or reported the immediate supervisor records observations or report of alleged infraction and proceeds with an investigation and review of the matter which shall include:

1. meeting with any individuals who observed or reported the possible infraction,
2. obtaining witness statements, if any, in writing, and securing any physical evidence related to the infraction,
3. checking with the Department of Human Resources to obtain employee's prior disciplinary history for determination of progressive and corrective nature of any contemplated discipline,
4. reviewing applicable collective bargaining agreement and/or University policy on implementation of specific disciplinary action and
5. meeting with the employee who allegedly committed the infraction.

### Decision by Supervisor

1. Supervisor may impose an oral or written reprimand with notification forwarded to the Director of Human Resources that such discipline has been issued.
2. Supervisor may recommend a suspension by contacting the Director of Human Resources and supplying all relevant information on which the recommendation is based.
3. Supervisor may recommend a discharge by contacting the Director of Human Resources and supplying all relevant information on which the recommendation is based.
4. Supervisor should advise and/or seek approval of all appropriate administrative staff on disciplinary action to be taken.

### Director of Personnel Review

1. When oral or written reprimands are issued, the Director of Human Resources shall review the disciplinary action for progressive and corrective nature of discipline.
2. If suspension or discharge is recommended, the Director must conduct a review of all information provided by supervisor.
3. The Director may conduct an independent investigation.
4. The Director shall review employee's personnel file.
5. The Director shall insure that all requirements of applicable collective bargaining agreements and/or University policy have been met.

### Decision of Director of Human Resources

1. The Director shall recommend discipline appropriate for the infraction.
2. If facts warrant, the original recommended discipline may be lessened or increased.
3. The Director may determine that the facts do not warrant imposition of discipline.

### Consultation With Others

1. The Director of Human Resources may contact the Vice President for Business Affairs on discipline matters to advise of facts of case and recommended actions, should the Vice President wish such involvement.
2. In the event of discharge, the Director of Human Resources shall contact the University Counsel concerning contemplated action with focus on: (a) facts relevant to proving infraction and (b) assistance in the writing of charges.

### Notification To Employee

If notice of intent to discharge is issued and employee requests a meeting pursuant to [State University Civil Service System rule](#), a meeting shall be held and the following actions taken:

1. Purpose of meeting shall be stated.
2. Rights of employee shall be stated.
3. Charges as stated in notice of intent shall be read and employee shall be asked if he/she has anything to state concerning the facts of the case or matters in justification or mitigation.

Approved:  
President  
September 21, 1988

Nomenclature Changes  
July 16, 1997

Monitor: Vice President for Business Affairs