

UADA Policy 406.2

Disciplinary Actions

Policy

In certain situations, it may be appropriate for a manager to initiate a Disciplinary Action in Workday™. Disciplinary Actions should specifically address deficiencies including, but not limited to, unacceptable job performance, unacceptable or uncooperative behavior, lack of dependability, misconduct, misuse of time or equipment, or infraction of rules, regulations, or policies.

The goal of progressive discipline is to correct the behavior, retain employees, and improve an employee's performance while at the same time documenting the corrective efforts of the employer. All disciplinary actions must be taken without regard to race/color, sex, gender, pregnancy, age, national origin, disability, religion, marital or parental status, protected veteran or military status, genetic information, sexual orientation, gender identity or any other characteristic protected under applicable federal or state law. Proper documentation is essential with regard to each level of progressive discipline outlined below.

Disciplinary Action Levels

A disciplinary action may begin at any level dependent upon the severity of the incident. If you need support with determining the appropriate level or next steps, please contact Human Resources.

Oral/Verbal Warning: In general, this is the first step in progressive discipline typically used to document first-time occurrences of minor offenses or misconduct.

Written Warning: A manager may issue a written warning upon a subsequent occurrence of the same, similar, or related infraction that resulted in an oral/verbal or written warning. However, depending upon the severity of an employee's offense or misconduct, a manager may advance directly to a written warning instead of issuing an oral/verbal warning first. The Written Warning can be selected with or without loss of merit.

Termination/Dismissal: A manager may initiate termination of an employee pursuant to campus policies if the employee fails to correct their behavior, misconduct, or substandard performance after previous corrective action has been issued. Dismissal for cause may be appropriate for acts of gross misconduct such as violence, theft, drugs/alcohol, breaching confidentiality, or falsification of records, etc. Note: The termination request will be reviewed for processing by Employee Relations/Human Resources and UADA General Counsel. Employees dismissed for cause may appeal the decision to the appropriate Sr. Associate Vice President's office within five (5) working days of receiving notice of the dismissal.

Designation of Ineligibility for Rehire: An employee who has been designated as ineligible for rehire may appeal this decision to the appropriate Sr. Associate Vice President's office within five (5) working days of receiving notice of the designation of ineligibility for rehire.

Suspension: If dismissal for cause is considered too severe and/or not appropriate for a situation involving repeated infractions or a single serious offense, a manager may place an employee on suspension, which is generally without pay.

Administrative Leave: An employee may be placed on administrative leave during investigations of suspected misconduct. Administrative leave is appropriate when an employee's absence during an investigation is in the best interest of the employee, the public, or the institution.

The [Start and Complete a Disciplinary Action](#) Quick Reference Guide provides detailed instructions on initiating the Disciplinary Action process in Workday. All Disciplinary Actions should include the following information:

- A summary of the incident and unacceptable behavior/performance
- Impact of the incident on others or the workplace
- Expectations of future behavior/performance
- Related policies or guidelines violated
- Consequences for future violations

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