

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2012	Category:	All University Employee Policies
Name:	GENERAL PROVISIONS FOR DISCIPLINARY ACTIONS POLICY				

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

Staff Employee Policy

3.0 POLICY

All disciplinary actions administered by the University, with the exception of verbal warnings, should be in writing. A copy of the report of disciplinary action should be given to the employee involved and the original shall also be included as a permanent part of the employee's personnel file.

Fairness and consistency require that all supervisors follow certain general principles of administering discipline. The Human Resources Director is available to discuss the appropriate course of action in each particular case. Disciplinary action involving transfer, compensation reduction, withholding salary increases, probation, demotion, suspension or dismissal are accomplished upon the recommendation of the employee's supervisor and the appropriate vice president. Prior to a dismissal, the President will be notified, if at all possible.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS