

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2012	Category:	All University Employee Policies
Name:	PROGRESSIVE DISCIPLINARY ACTION 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

It is the duty and responsibility of every employee to be aware of and abide by existing rules and policies. Employees who do not perform satisfactory work or who violate any University rules or policies will be disciplined fairly, consistently, and in proportion to the seriousness of the circumstances. Employees of the University are at-will employees. However, consistent with the University's values of excellence and integrity, supervisors should follow prescribed guidelines for corrective action. Depending upon its judgment of the action needed to address the employee's conduct in violation of appropriate standards, the University may impose any of the following disciplinary actions:

VERBAL WARNING

A verbal warning is used when a supervisor wants to bring an issue of concern to the attention of the employee, stress the seriousness of the situation, and present suggestions or instructions to resolve or correct the problem. A written record of the discussion noting the date, event, and recommended action should be made.

WRITTEN WARNING

A written warning is used for behavior or violations which a supervisor considers serious or where a verbal warning has not helped change unacceptable behavior. Communication would typically include the supervisor's expectations and specific details on how the employee needs to improve. A written warning documents the occurrence and the severity of the inappropriate behavior, and usually warns the employee that further violations will result in suspension without pay or termination. A written summary is placed in the employee's file.

SUSPENSION WITHOUT PAY

A suspension without pay may be used to impress upon the employee that a behavior or performance level must be changed or termination will be inevitable. Suspension results in the loss of pay for a specified period of time (usually three days). Re-entry following suspension will be determined by Human Resources and communicated accordingly.

DISCIPLINARY SUSPENSION

A disciplinary suspension may be used in cases when the infraction is of such seriousness that it may warrant dismissal pending review of the facts. Disciplinary suspension should be followed immediately by a thorough investigation of the situation to determine the appropriate action to be taken.

DISMISSAL

Serious offenses and repeated disciplinary problems will require dismissal. While employment may be terminated at any time without cause, examples of conduct that can result in dismissal for a single incident are dishonesty, insubordination, theft, violence or threat of violence, conviction of a felony, use of illegal drugs or unauthorized use of alcohol on University premises, or other serious conduct as outlined in the University's disciplinary guidelines.

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