

STAFF HANDBOOK

December 2019

500 DISCIPLINARY ACTION AND SEPARATIONS

501 DISCIPLINARY ACTION

All staff members are at-will employees of the University, and the University reserves the right to terminate employment at any time for any lawful reason. However, progressive disciplinary action will normally precede separation for staff members who have finished the introductory period and have regular appointments. However, the seriousness of the actions determines whether and in what manner progressive discipline is implemented.

1. On the occasion of the first violation of a work rule the supervisor shall take the following action:
 - a. Meet with the staff member to discuss the matter;
 - b. Inform the staff member of the nature of the problem, the action necessary to correct it, and the consequences if it is not corrected; and
 - c. Prepare a memorandum for the supervisor's own records indicating that the meeting has taken place.
2. Should another violation of the work rules occur, the supervisor and a representative from the Office of Human Resources shall hold a meeting with the staff member at which the following action shall be taken:
 - a. Issue a written reprimand to the staff member; and
 - b. Warn the staff member that a third incident will result in more severe disciplinary action.
3. Should additional violations occur, the supervisor shall consult with his or her supervisor and the director of Human Resources about which one of the following actions should be taken:
 - a. Issue a written reprimand or warning;
 - b. Suspend the staff member without pay for up to 10 working days; or
 - c. Terminate the staff member.

No wages, vacation, or sick leave shall be paid or accrued to any staff member while he or she is suspended from work.

Staff members who believe they have been improperly disciplined may use the grievance procedure (see *601 GRIEVANCE PROCEDURES*).

502 TERMINATION FOR INADEQUATE PERFORMANCE

A general though non-exhaustive list of work performance infractions is contained in Appendix A, Work Rules. The procedures contained in one through three of 501 herein will normally

apply to minor work performance inadequacies. In some cases of performance inadequacies, at the University's discretion, the procedures contained in one through three of 501 herein shall not apply, and the supervisor may recommend to his or her supervisor immediate termination of the staff member or some other disciplinary action. Decisions on termination normally are made jointly by the supervisor's supervisor and the director of Human Resources. Termination is effective on the date specified by Human Resources.

503 TERMINATION FOR MISCONDUCT

In cases involving serious misconduct, including but not limited to dishonesty, insubordination, improper conduct, failure to report for work, the threat or use of violence or physical harm to any individual, stealing or damaging University or any individual's property, using or being under the influence of alcoholic beverages or drugs while on duty or otherwise violating the provisions of the Drug-Free Campus Statement or other serious infractions of University Work Rules (Appendix A), the procedures contained in one through three of 501 herein shall be disregarded. The supervisor may recommend to his or her supervisor suspension of the staff member immediately and, if appropriate, termination of the staff member. Decisions on suspension and termination normally are made jointly by the supervisor's supervisor and the director of Human Resources. Termination is effective on the date specified by Human Resources.

504 RESIGNATIONS AND TERMINATIONS

Staff members who are away from work for a period of one year for any reason are normally terminated at the end of that year.

If a non-exempt staff member wishes to resign, at least two weeks' written notice should be given to the department head who will inform the Office of Human Resources. If an exempt staff member wishes to resign, at least one month's written notice should be given to the department head.

A staff member's termination date is the last day the staff member works at the University of the South. The staff member should give proper notice (two weeks for non-exempt staff members and one month for exempt staff members). Except in special circumstances, the staff member must also be at work (not on vacation, etc.) during the notification period. That is, non-exempt staff members must be at work the two weeks prior to the termination date and exempt staff members must be at work the month prior to the termination date. The departing staff member and his or her dependents, in accordance with federal law, may be entitled to continue health insurance coverage at his or her expense. The staff member should consult with the Office of Human Resources if he or she wishes to continue health plan coverage.

Unused vacation up to the maximum amount a staff member receives in one year, may be paid upon termination of employment.

All terminating staff members are required to complete the necessary processing before leaving the University. Any keys to University buildings or other University property must be returned to the supervisor, and all University bills and loans must be paid. Failure to observe these procedures may affect the amount and issuance of the final paycheck.