



## Staff Corrective Action Policy

Effective Date:

Approval:

Maintenance of Policy: Vice-President, Human Resources

**PURPOSE:** The purpose of this policy is to address, correct, and/or improve job-related performance or behavior in the workplace. The University is committed to providing staff and management with clear and useful tools for correcting and improving performance problems and addressing instances of unacceptable personal conduct.

**SCOPE:** All University staff employees.

**POLICY:** The University has policies, procedures and expectations governing personal conduct of employees, and individual departments may establish additional procedures and rules. Violation of these policies, procedures and/or rules may result in corrective action.

Most workplace performance problems are handled by informal discussion and counseling between the supervisor and the employee. This policy may be invoked any time more formal action is required, at the discretion of the University.

Corrective action may include, but is not limited to the following:

- Performance improvement planning - documented plan for improving performance
- Remedial training - to correct or improve skills, behavior, or knowledge
- Demotion - reduction in position, grade, and/or pay
- Administrative leave - may be with or without pay at the discretion of the University
- Disciplinary action, such as:
  - Verbal warning - notification and warning to employee (may or may not be documented in writing)
  - Written reprimand - formal notification in writing to employee; this may take the form of a "last chance" letter to inform the employee that termination will result should another violation occur
  - Suspension - loss of work and wages for a number of days, as determined by the University. Note that all employees may be subject to an unpaid disciplinary suspension

### REFERENCE DOCUMENTS:

1. University of Dayton Policy Prohibiting Illegal, Dishonest, or Fraudulent Conduct
2. University of Dayton Dispute Resolution Policy
3. Office of Human Resources' Policies and Procedures Handbook for Professional and Support Staff
4. University of Dayton Fiscal Integrity and Safety Line Information (information available at: [http://www.udayton.edu/finadmin/audit/fiscal\\_integrity.php](http://www.udayton.edu/finadmin/audit/fiscal_integrity.php))

## Staff Corrective Action Policy, (continued)

### POLICY (continued):

(whether for a full day or a longer increment as determined by the University), regardless of their exempt or non-exempt status. Note that, for non-exempt employees, a suspension may be based on partial-day increments;

- Discharge - termination of employment

### Removal from the workplace during an investigation:

- Some circumstances warrant an employee's removal from the workplace, before a final disposition is made or corrective action is taken, in order to allow the University to investigate a situation or for other reasons, at the University's discretion. Some examples are:
  - The employee's alleged misconduct is of a serious nature, including but not limited to theft, harassment, and violence in the workplace.
  - The safety or security of persons or property is in question.
  - It is believed that the employee's presence will disrupt the workplace.
- The employee's time off from work as a result of such removal in the above circumstances may be with pay or without pay, depending upon the nature and severity of the situation and circumstances known at the time of removal.
- Under certain circumstances and subject to University approval and maximum usage rules, the removed employee may be permitted to use accrued vacation during any of the additional time off without pay.
- Supervisors should normally consult with the Office of Human Resources prior to removing an employee from the workplace.

**Progressive discipline:** The University promotes the use of progressive or corrective discipline (i.e., discipline increases depending upon the severity and/or frequency of the infractions). Normally, corrective action begins with a verbal warning for the first offense, and can progress to discharge after attempts to correct employee's behavior have failed. Serious infractions, past performance or behavioral issues, or other circumstances may warrant immediate imposition of a written reprimand, suspension or discharge, as appropriate. This determination is at the sole discretion of the University.

**Determination of action:** The University will determine the action appropriate for a given violation, up to and including termination, considering the severity of the offense, mitigating circumstances, previous infractions, length of service, and/or other factors the University deems appropriate to consider. In determining the appropriate corrective action, consideration may also be given to both the actual or potential impact and to the consequences of the behavior. Prior to imposing corrective action, managers should consult with the Office of Human Resources.

**Dispute Resolution:** An employee who disagrees with corrective action administered may follow the University Dispute Resolution Policy. The University may maintain removal from the University for the duration of the Dispute Resolution process.

If the University does not implement visible, known disciplinary or corrective measures for a violation of this policy, that does not mean that the University will not enforce and implement discipline for other similar violations of this policy. Conduct that is in violation of any state, local or federal statute may also result in criminal prosecution, a civil action for restitution, and/or other actions as the University deems appropriate.

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## Staff Corrective Action Policy, (continued)

DEFINITIONS: For purposes of this policy, the following definitions apply:

**Staff** - All employees, except faculty, bargaining unit employees, and student employees. Corrective action for faculty acting in their roles as teachers and/or researchers, bargaining unit and student employees is handled through procedures established in their respective units.