



"Creating an excellent
college experience"

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Section: Human Resources	
Subject: Disciplinary Action Policy and Procedure	

Disciplinary Action Policy:

Formal Disciplinary Action conversations should be documented at the time they take place. [Verbal](#) and [Written](#) Warnings as well as [Probation](#) and [Termination](#). The forms should be filled out prior to the conversation as appropriate and should be signed by the employee as a record of what was discussed. Two members of the management team should be present for all Probation or Termination discussions. Any member of management present during a disciplinary action conversation must sign the documentation. Copies of all documentation should be kept in a location only accessible by members of management. **Any or all of these steps may be skipped as deemed necessary by management depending on the severity of the offense. Before terminating an employee, if these steps are NOT followed, the situation MUST be reviewed with the Executive Director. In these cases, the employee should be sent home for the day while the situation is reviewed.** If at any time a disciplinary meeting escalates and the employee becomes violent or threatening the USU Police department 797-1939 should be called to intervene.

Procedure:

- I. Verbal Warning
 - a. Verbal Warnings can be issued by supervisors as deemed necessary and do not necessarily have to be documented. However, when a policy infraction is severe or consistent enough that management feels official disciplinary action is warranted an official warning form should be filled out as a record of the start of disciplinary procedure. If necessary, a log should be kept of minor infractions leading up to the official warning and be included with the documentation.
- II. Written Warning
 - a. The Operation Manager must pre-approve a written warning and be present when it is discussed with the employee.
 - b. The written warning must be signed by the supervisor/manager issuing the warning and the employee.
 - c. A copy of written warning must be given to employee
- III. Probation
 - a. Two members of the Management team must be present for Probation and Sign documentation
 - b. All Probations must be approved by the operation manager prior to being issued.
 - c. A copy of Probation documentation must be given to employee
 - d. The duration of the Probation should be determined by Operations Manager based on the severity of the infraction.
 - e. Terms of probation must be outlined on the probation documentation and fully explained to the employee.

- f. If an employee is on probation for multiple infractions the employee may be immediately dismissed.
 - g. A copy of the Probation form needs to be sent to the Executive Director.
- IV. Dismissal
- a. All dismissals should be documented and a copy of all disciplinary action procedures leading up to the dismissal must be sent to the Executive Director within 3 days.
 - b. The Assistant Director should also be notified so that the reason for termination can be noted in the Termination EPAF.
 - c. Immediate Dismissal without prior warnings may result when deemed necessary. In any event, the Dismissal form should still be filled out.
 - d. Dismissals should be conducted by two members of management.