



"Creating an excellent  
college experience"

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213

Revised:

Section:  
Human Resources

Subject:  
**Contract Employee Disciplinary  
Actions**

## **Contract Employee Disciplinary Actions:**

This disciplinary action policy is to be used when it is necessary to discipline a member of your staff who is an exempt or a non exempt employee.

### **Procedure:**

#### **USU POLICY 311:**

**The University's philosophy of corrective action is one of constructive action, administered fairly and consistently. Normally, corrective action will be progressive; however, sanctions may be initiated at any step in the process at the University's discretion, depending on the performance problem, the type of conduct, or the nature of the offense involved.**

### **Steps which need to happen throughout the disciplinary process:**

If an employee has committed an offence you feel constitutes immediate termination place the employee on paid administrative leave and contact the Executive Director of Dining Services immediately. The employee must be told not to return to work until they are contacted by USU Dining Services.

Management must document in detail the behaviors the employee is demonstrating to constitute disciplinary action. This can be as simple as a behavior log of the good and bad behaviors which have happened leading to the disciplinary action. The log should include specifics such as dates and times. Also, specifics about the behaviors and any witnesses to the behaviors should be included. Any and all verbal communication must be logged.

Before you begin any formal disciplinary process you need to notify the Executive Director and it will be determined how to proceed. Most often this includes consultation with USU Human Resource Office.

Management must follow USU Policy 311 throughout the disciplinary process.  
<http://www.usu.edu/hr>

Management should communicate with Executive Director regularly regarding employees work process and their probation as applicable.