

800.1 Progressive Discipline

Facilities Management administers equitable and consistent discipline for unsatisfactory conduct in the work place. The best disciplinary measure is the one that does not have to be enforced, comes from good leadership, and fair supervision at all employment levels.

Facilities Management's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may begin with any of the following steps:

1. Verbal warning.
2. Written corrective action.
3. Disciplinary action up to and including termination.

Depending on the severity of the problem and the number of occurrences, there may be circumstances when one or more steps are bypassed. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed. However, Facilities Management and the university recognizes that there are certain types of employee problems that are serious enough to justify disciplinary action without going through the usual progressive discipline steps.

The following are examples of infractions of rules of conduct that may result in disciplinary action.

1. Working under the influence of alcohol or illegal drugs.
2. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
3. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
4. Fighting or threatening violence in the workplace.
5. Sexual or other unlawful or unwelcome harassment.
6. Theft or inappropriate removal or possession of property.
7. Violation of safety or health rules.
8. Violation of personnel policies.
9. Falsification of timekeeping records.
10. Boisterous or disruptive activity in the workplace.
11. Negligence or improper conduct leading to damage of employer-owned or customer-owned property.
12. Unsatisfactory performance of duties.
13. Insubordination or other disrespectful conduct.
14. Excessive absenteeism or any absence without notices.
15. Unauthorized disclosure of confidential information.