

SAFETY VIOLATION POLICY

To be consistent with the University goals concerning personal and campus safety, it is Facilities Management's desire to foster an environment that safeguards the health and safety of our employees. All employees should be aware that their Performance Evaluations include a rating factor in this area. As resource managers, all work unit leaders and supervisors are expected to establish proper procedures, encourage and enforce this expectation, as well as set an appropriate example.

Flagrant or repetitive violations of safety policies will result in corrective and/or disciplinary action as follows:

		<u>Flagrant</u>	<u>Repetitive</u>
a.	First Offense	Written reprimand	Verbal counsel
b.	Second Offense	Written corrective action to remain in the employee's file for two (2) years.	Written reprimand
c.	Third Offense	Recommend three (3)day suspension without pay	Written Corrective action to remain in the employee's personnel file for two (2) years.
d.	Fourth Offense	Recommend dismissal.	Recommend three (3) day suspension without pay.
e.	Fifth Offense	N/A	Recommend dismissal.