

Progressive Discipline

The Progressive Discipline process is designed to be constructive and corrective and to promote employee success. It gives employees the information necessary to understand what aspect of work performance, attendance and/or behavior is unacceptable, identifies the improvements that are expected, and provides the opportunity for employees to demonstrate the expected improvements. The goal is to improve performance, attendance, or behavior of employees and to assist employees in taking ownership of their performance, attendance, or behavior.

It is the responsibility of the employee to adhere to the expectations outlined by the supervisor and to adhere to the standards of conduct. It is recommended that employees whose performance or behavior is unsatisfactory be provided an opportunity to go through the progressive discipline process; however, there are circumstances that warrant immediate termination. In addition, there is no required number of instances that a supervisor must warn or reprimand an employee before termination is warranted.

Progressive Discipline Steps

When an employee's performance or behavior is unsatisfactory, a progressive process is strongly advised. The steps involved in the process may include verbal discussion, written warning, suspension without pay, and termination.

It is recommended that department management document all steps of the corrective discipline process as they occur. Including warnings and ramifications if the unacceptable performance and/or behavior is not corrected.

In each step, department management is advised to state the next step to be taken if the performance does not improve. However, in cases of serious misconduct (please see the section on serious misconduct below), the employee may be immediately terminated, or suspended from the work force.

Verbal Disciplinary Action

The initial disciplinary action should be verbal, whenever possible. The discussion should be firm but fair and should ensure that the employee clearly understands the established standards and expectations with respect to the unacceptable performance or behavior. A written record of the date and content of such discussions should be maintained in the appropriate files in the department.

Written Disciplinary Action

If the initial situation indicates a need for stronger action, or if verbal disciplinary action fails to improve the employee's performance, the supervisor may issue a written disciplinary warning. The written warning outlines the undesired behavior, states expectations and lists consequences if issues continue.

The Department of Human Resources is available to assist department management with the composition of the warning document. Copies of the warning document should be maintained in the appropriate departmental file and also forwarded to Human Resources to be placed in the official employee file. The employee has the right to grieve the disciplinary action in certain situations. Please see the Staff Grievance procedures for further information.

Suspension Without Pay Action

Suspension without pay follows a verbal or written disciplinary warning if the desired results have not been accomplished. The length of the suspension should depend upon the facts of each case, (e.g., type and severity of the behavior, previous work record of the employee, and previous disciplinary actions). The suspension should be clearly explained in a written disciplinary warning to the employee and should indicate any possible consequences of further performance, attendance, or behavior issues.

Dismissal Action

Dismissal is advised when, among other reasons, an employee has engaged in serious misconduct or an employee has not corrected performance and/or behavior. Prior to dismissing an employee, department management is strongly advised to review the situation and related information with the Human Resources Department and supply appropriate documentation

SOURCE: [UWG Employee Handbook, 2015](#)
[Employee Performance and Conduct](#)
[Progressive Discipline](#)