

Shawnee State University

AREA: UNIVERSITY-WIDE POLICY

SUBJECT: Corrective Action - Security

POLICY NO: 4.85

ADMIN. CODE: 3362-4-55

PAGE NO.: 1 of 2

EFFECTIVE DATE: 5/14/2010

RECOMMENDED BY: Bane Sylvia

APPROVED BY: Board of Trustees

1.0 Purpose

- 1.1 The university subscribes to the principle of a corrective action process that is typically progressive in nature when performance is deficient as described in this policy.

2.0 General Policy

- 2.1 The Corrective Action Policy includes the following four (4) steps:

1. Level One – Verbal Warning
2. Level Two – Written Warning
3. Level Three – Suspension without pay (Requires Director's approval)
4. Level Four – Dismissal (Requires Unit Vice President and President's approval)

- 2.2 The corrective action process may be initiated for but not limited to the following reasons: incompetence, inefficiency, dishonesty, use or being under the influence of alcohol or illegal drugs at work or inappropriate use of prescription drugs, immoral conduct, insubordination, discourteous treatment of the public, students and staff, neglect of duty, unsatisfactory job performance, conviction of a felony, falsification of official documents; this is not an exhaustive list.

- 2.3 Serious infractions may necessitate that corrective actions may start at any level in the process including termination without notice.

- 2.4 The university may place a staff member on administrative leave at its discretion. Such leave is to be used in circumstances when the health or safety of any staff member, public and students or property could be adversely affected. The Human Resources Department will determine if this leave is with or without pay based on the severity of the infraction.

- 2.5 Staff who are involuntarily terminated or who have resigned in lieu of involuntary termination are ineligible for rehire.

- 2.6 Probationary staff who are involuntarily terminated are subject to Section 2.3 of this policy and Policy 4.81 Security Probationary Period.

- 2.7 Corrective Action Level Three and Four Hearings

Before level three (3) and four (4) are implemented, a hearing with the Director of Human Resources or designee, staff member's supervisor, and the staff member will be conducted to discuss the alleged infraction.

During the hearing, the supervisor should be prepared to discuss the reasons and the basis for requesting the action. The staff member will have an opportunity to explain and present evidence as to why action should not be taken.

The Director of Human Resources will render his/her decision on level three (3) actions within five (5) days of the hearing. For level four (4) actions, the Director of Human Resources will review his findings with the Vice President responsible for the employee and the President or designee. A final decision will be communicated within ten (10) days of the level four (4) hearing.

2.8 Appeal Process

The staff may appeal the following corrective action decisions to the State Personnel Board of Review:

1. Demotions except during the employees probationary period.
2. Level three (3) actions.
3. Level four (4) termination except during initial probationary period and for conviction of a felony.