

## 25. Corrective Action -- PSS

**Personnel Action:** Corrective Action - Professional and Support Staff      **Personnel Action Code:** N/A

**Policy Summary:** Corrective action is intended to improve and/or correct the conduct or performance of regular status professional and support staff members.

**Policy References:** PPSM 62

**Authority:** A supervisor may issue a written warning after consultation with Labor Relations. A supervisor may authorize corrective salary decreases, demotions, and suspensions after consultation with the unit head and Labor Relations.

**Criteria:** Corrective action may be issued to regular status employees for misconduct or unsatisfactory performance. Types of corrective actions include, but are not limited to, written warnings, corrective salary decreases, demotions, and suspensions with or without pay.

For exempt employees, suspension without pay may be imposed only in increments of one standard workweek. However, when the infraction is a violation of a significant safety rule relating to prevention of serious danger to the workplace or other employees, suspension without pay may be permitted in increments of less than a standard workweek.

A written warning shall precede any other more serious corrective action except when corrective action is the result of performance or conduct which an employee knows or reasonably should have known was unsatisfactory. Such performance or conduct may include, but is not limited to, dishonesty, theft, or misappropriation of University property, fighting on the job, insubordination, acts endangering others, or other serious misconduct.

### Process:

#### Responsibility

#### Action

Supervisor

#### **Written Warning**

Consults with Labor Relations to determine when an employee is to be issued a written warning to improve and/or correct misconduct or unsatisfactory performance. Issues the employee a written warning which includes a description of the serious nature of the problem, a plan for correction or improvement, the consequences for failure to correct or improve the problem, and a statement that the employee has a right to request a review of the written warning under the provisions of *Personnel Policies for Staff Members Policy 70-Complaint Resolution*.

Supervisor

#### **Written Notice of Corrective Action**

Consults with unit head and Labor Relations to determine when to impose a corrective action other than a written warning, e.g., a corrective salary decrease, a demotion, or a suspension. Issues the employee a written notice which states the intended action, the reason for the action, and the effective date. The notice shall include a copy of materials

Responsibility

Action

Supervisor

on which the corrective action is based, a statement that the employee has a right to respond orally or in writing within eight (8) calendar days from the date of issuance of the notice, and the name of the person to whom the employee should respond. Normally, the person who issues the notice is the person to whom the employee should respond.

If the corrective action is for misconduct, the employee may be given less than eight (8) calendar days to respond.

Supervisor

**Notice of Action**

Considers the employee's timely response, if any, to the written notice. After consideration, notifies the employee in writing of the action to be taken, the effective date of the action, and the employee's right to request a review under *Personnel Policies for Staff Members Policy 70-Complaint Resolution*.