



University Staff (non-bargaining unit faculty and employees)

| SUBJECT (R*) | EFFECTIVE DATE (R*) | POLICY NUMBER (O*) |
|----------------------|---------------------|--------------------|
| DISCIPLINARY ACTIONS | July 2005 | 1710.100 |

POLICY STATEMENT (R*)

A Pre-Disciplinary Review (PDR) must be conducted in conjunction with Human Resources before severe disciplinary action is imposed. The PDR shall provide the review for severe disciplinary actions recommended by supervisors.

Human Resources will ensure that all pertinent information is obtained so that employee behavior which necessitates disciplinary action shall be determined by the employee’s supervisor in consultation and with the approval of the Assistant Vice President for Human Resources or his/her designee, or the Provost or his/her designee, in the case of a faculty member.

The University reserves the right to impose discipline at any level, including immediate termination.

REASON FOR POLICY (O*)

To establish a policy and provide guidelines for the application of disciplinary actions for University employees.

DEFINITIONS (R*)

“Severe Disciplinary Actions” are defined as suspensions, involuntary demotions and involuntary terminations.

“Suspension” occurs when an employee is taken off duty for a day or more without pay.

“Involuntary Demotion” occurs when an employee is involuntarily subjected to a reduction in pay and higher functioning duties are permanently removed resulting in a lower level position.

“Involuntary Termination” occurs when an employee is permanently separated from University employment.

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| <p>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)</p> <p>Division of Human Resources Florida International University</p> <p>RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)</p> <p>Employee and Labor Relations Florida International University 11200 S.W. Eighth Street - PC 236 Miami, Florida 33199 Telephone: (305) 348-2079</p> | <p>The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at http://policies.fiu.edu/.</p> <p>For any questions or comments, the “Document Details” view for this policy online provides complete contact information.</p> |
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*R = Required *O = Optional