



Disciplinary Actions Policy # 1710.100

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
July 2005	May 7, 2025	Division of Human Resources Employee & Labor Relations

POLICY STATEMENT

The University is committed to the theory of progressive discipline based on the severity and the frequency of the offense or occurrence. Disciplinary actions may take the form of written reprimands, demotions, suspensions, and termination. Based on the severity of the offense, the University reserves the right to impose discipline at any level, including immediate termination.

Counseling is a discussion between the supervisor and the employee where the employee is advised and cautioned about unsatisfactory work performance and/or misconduct. Counseling does not constitute discipline. The University reserves the discretion to document the counseling discussion in a memo of concerns and expectations to ensure that the employee understands what behaviors need to be improved and the resources available to help the employee improve.

The Office of Employee and Labor Relations (ELR) will ensure that all pertinent information is obtained when an employee's behavior necessitates disciplinary action. ELR will conduct a Pre-Disciplinary Review (PDR) with the supervisor and will review the pertinent information and make recommendations parties involved to be able to recommend the appropriate level of disciplinary action.

Written Reprimand - A written reprimand is a severe form of discipline. Prior to the written reprimand the supervisor must meet with a member of the ELR team to discuss the situation and determine the appropriate course of action. ELR will assist the supervisor in preparing and writing the reprimand which will cite the specific standard(s) of conduct being violated; explain the necessary corrective action; and advise the employee of possible future action if the problem is not corrected. The supervisor and ELR will meet with the employee to administer the reprimand. The supervisor should have the employee sign the written reprimand to acknowledge receipt, which does not constitute agreement with the action. A copy of the written reprimand will be included in the employee's personnel file.



Suspension – A suspension is a more severe form of discipline usually following one or more written reprimands or as a result of a very serious offense. Suspension is an action taken by the University to temporarily relieve the employee of duties and place the employee on leave without pay. Prior to the proposed suspension the supervisor should meet with a member of the ELR team to discuss the situation and determine the appropriate course of action. Employees receive written notice of a suspension from the Vice President or Dean to whom the employee reports. The supervisor and ELR will meet with the employee to administer the Suspension. The notice shall include the specific offense for which the employee is being suspended; the reason for the suspension; the dates of the suspension; the consequences if the offense is repeated. The supervisor should have the employee sign the suspension to acknowledge receipt, not agreement with the action. A copy of the Suspension will be included in the employee's personnel file.

Termination - Termination is the final and most severe form of discipline. Prior to the proposed termination, the supervisor must meet with a member of the ELR team to discuss the situation and determine the appropriate course of action. The supervisor and ELR will meet with the employee to administer the termination. The supervisor should have the employee sign the termination letter to acknowledge receipt, which does not constitute agreement with the action. A copy of the termination will be included in the employee's personnel file.

SCOPE

This policy is applicable to all out-of-unit faculty and staff.

REASON FOR POLICY

N/A

DEFINITIONS

TERM	DEFINITIONS
Involuntary Demotion	Occurs when an employee is involuntary 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.
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.
------------	--

ROLES AND RESPONSIBILITIES

Supervisors shall consult with Employee & Labor Relations (ELR) before administering any type of disciplinary action to ensure the appropriate level of discipline is executed.

Employee & Labor Relations representative will provide guidance and assist throughout the process to ensure fairness and consistency. In the event a faculty member needs to be addressed, ELR will work with the Provost Office.

RELATED RESOURCES

N/A

CONTACTS

Florida International University
Division of Human Resources
Employee & Labor Relations, PC
236 Miami, FL 33199
Telephone: 305-348-
4186 email:
ELR@fiu.edu

HISTORY

Initial Effective Date: July 2005

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): February 12, 2021; August 30, 2024; May 7, 2025.