



| SUBJECT (R*) | EFFECTIVE DATE (R*) | POLICY NUMBER (O*) |
|-------------------------------|---------------------|--------------------|
| Disciplinary Actions (AFSCME) | June 2, 2017 | 1725.085 |

POLICY STATEMENT (R*)

The University is committed to the theory of progressive discipline and as such a Pre-Disciplinary Review (PDR) must be conducted with Human Resources and the supervisor before severe disciplinary action is imposed. The PDR shall provide a level of review for severe disciplinary actions recommended by supervisors. Based on the severity and frequency of the offense or occurrence, disciplinary actions may take the form of reprimands, demotions, suspensions and/or dismissals.

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 Vice President for Human Resources or his/her designee. ,

Appeal:

Suspensions, demotions with reduction in pay, and dismissals administered to employees are subject to the Neutral, Internal Resolution of Policy Disputes Policy.

Oral reprimands shall not be appealed under the provisions of this policy. Records of oral reprimands shall not be used as the basis for progressive discipline in later disciplinary actions against an employee if the employee has maintained a discipline-free record for at least (1) year.

Written reprimands shall be subject to the Neutral, Internal Resolutions of Policy Disputes Policy but only through Step 1. Written reprimands shall not be used as the basis for progressive discipline in later disciplinary actions against an employee fi the employee has maintained a discipline-free work record for at least two (2) consecutive years.

Notwithstanding the limitations expressed on the use and written reprimands in the progressive disciplinary process, they may be considered as part of the employees overall work history when severe discipline (i.e., suspension, demotion with reduction in pay, and separation of employment) is considered. Further, when the University is considering whether to dismiss an employee, the University shall have the ability to review and consider the individual’s entire employment history.

AFSCME Representation:

The employee, upon request, may have AFSCME representation during investigatory questioning that may reasonably result in disciplinary action. The employee shall be given two days’ notice, when applicable, and a reason for such meeting, except in cases deemed to be placed in the employee’s official file.

Disciplinary Entered in Employees Files:

An employee shall be furnished with a copy of disciplinary entries placed in the official employee files and shall be permitted to respond in writing and a copy of response shall be placed in the employee’s official record.

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 – defined as suspensions, 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.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Human Resources
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Employee and Labor Relations
Florida International University
11200 S.W. Eighth Street – PC 236
Miami, Florida 33199
Telephone: (305) 348-2079

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FORMS/ONLINE PROCESSES (O*)

Links to the above referenced Form(s) available in the "Document Details" Section of the online version of this policy document.

***R = Required *O = Optional**