



*University Staff (Dade County Police Benevolent Association
Law Enforcement Bargaining Unit (PBA))*

SUBJECT (R*) DISCIPLINARY ACTIONS (PBA)	EFFECTIVE DATE (R*) June 21, 2011	POLICY NUMBER (O*) 1740.085
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POLICY STATEMENT (R*)

The University is committed to the theory of progressive discipline and as such a Pre-Disciplinary Review (PDR) must be conducted in conjunction with Human Resources 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 the frequency of the offense or occurrence, disciplinary actions may take the form of reprimands, demotions, suspensions and 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, his/her designee, or the Provost, or his/her designee, in the case of a faculty member.

Based on the severity of the offense, 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 - 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.

HISTORY (R*)

Adopted: March 7, 2005; Readopted: November 14, 2008, June 21, 2011.

<p>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)</p> <p style="text-align: center;">Division of Human Resources Florida International University</p> <p>RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)</p> <p style="text-align: center;">Employee & Labor Relations Division of Human Resources 11200 S.W. Eighth Street – PC 236 Miami, Florida 33199 Telephone: (305) 348-2181</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**