



*University Staff/ Florida Nurses Association (FNA)*

<b>SUBJECT (R*)</b>	<b>EFFECTIVE DATE (R*)</b>	<b>POLICY NUMBER (O*)</b>
Disciplinary Actions (FNA)	June 12, 2014	1770.001

**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 a level of 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 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

**HISTORY (R\*)**

Adopted June 12, 2014

**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**