POLICY STATEMENT

The university subscribes to the principle of progressive discipline to correct employee conduct and behavior.

A Pre-Disciplinary Review (PDR) must be conducted in conjunction with the Office of Employee Labor and Relations (ELR) before any disciplinary action is imposed.

ELR will ensure that all pertinent information is obtained so that the employee behavior which necessitates disciplinary action shall be considered. The PDR shall determine the appropriate level of disciplinary action recommended to the Supervisor.

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

Disciplinary Actions:

Written Reprimand - A written reprimand is a severe form of discipline. Prior to the written reprimand the supervisor should 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 written 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, not 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.

**Suspension Continued** 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 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 termination from the Vice President or Dean to whom the employee reports. 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, not agreement with the action. A copy of the Termination will be included in the employee's personnel file.

*Florida International University, as a member of the State University System of Florida, is an Equal Opportunity, Equal Access Affirmative Action Employer. FIU prohibits discrimination based on race, color, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy, religion, age, disability, marital status, veteran status, and other protected categories. The University’s commitment extends to its programs and activities, applicants, students, and employees.*

**SCOPE**

This policy is applicable to all staff and is not applicable to faculty.

**REASON FOR POLICY**

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

**DEFINITIONS**

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<th>TERM</th>
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Severe disciplinary actions are defined as suspensions, involuntary demotions, and involuntary terminations.

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<tr>
<td>Suspension</td>
<td>Occurs when an employee is taken off duty for a day or more without pay.</td>
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<tr>
<td>Involuntary demotion</td>
<td>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.</td>
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<tr>
<td>Involuntary Termination</td>
<td>Occurs when an employee is permanently separated from university employment.</td>
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**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’s 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**
<table>
<thead>
<tr>
<th><strong>Initial Effective Date</strong></th>
<th>July 2005</th>
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<tr>
<td><strong>Review Dates</strong></td>
<td>N/A</td>
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<tr>
<td><strong>Revision Dates</strong></td>
<td>February 12, 2021; May 22, 2024.</td>
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