

**CORRECTING UNDESIRABLE
EMPLOYEE BEHAVIOR**

Policy Number: H.04.03

SCOPE

Staff and administrators.

PURPOSE

To set forth general supervisory guidelines for a corrective action process aimed at documenting and correcting undesirable employee behavior.

POLICY/PROCEDURE

The University of St. Thomas seeks to establish and maintain standards of employee conduct and supervisory practices which will, in the interest of the University and its employees, support and promote effective business operations. Such supervisory practices include administering corrective action when employee conduct or performance problems arise. Major elements of this policy generally include:

1. Constructive effort by the supervisor to help employees achieve fully satisfactory standards of conduct and job performance.
2. Correcting employee shortcomings or negative behavior to the extent required.
3. Notice to employees through communicating this policy that discharge will result from continued or gross violation of employee standards of conduct or unsatisfactory job performance.
4. Written documentation of disciplinary warnings given and corrective measures taken.
5. Documentation of corrective action will become part of the employee's personnel record for a period of 24 months if no related disciplinary measures are recorded within that period. Documentation may be retained longer if, in the judgment of the Associate Vice President of Administrative Services, it appears appropriate to do so.
6. Computer equipment and software are valuable corporate assets. Unauthorized use of these assets will result in disciplinary action, up to and including immediate discharge.
7. Depending on the facts and circumstances involved in each situation, management may choose to begin corrective action at any step up to and including immediate discharge. However, in most cases, the following steps should be followed:
 - a. Oral Warning.
For infractions the University of St. Thomas deems to be minor, the employee should at a minimum be issued an oral warning. If the situation does not improve within a reasonable

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time (not longer than six (6) months, depending on the seriousness of the issue), the supervisor may repeat the measure, or implement a more severe option.

b. Written Warning Notice.

For repeated minor infractions, or a more substantial infraction, the employee should at a minimum be issued a written warning notice. The Associate Vice President of Administrative Services must be consulted about the written warning prior to it being given to the employee. If the situation does not improve within a reasonable time (not longer than (6) months, depending on the seriousness of the issue), the supervisor may repeat the measure or take steps to discharge the employee.

The written warning notice should be prepared following a corrective action discussion with the employee. The employee will be given an opportunity to comment in writing and should be asked to sign the notice, acknowledging receipt. Three copies of the notice will be distributed as follows: (1) employee; (2) supervisor, and (3) personnel file.

c. Discharge.

For infractions management deems to be sufficiently serious or continued failure to respond appropriately to prior corrective action, discharge is appropriate. The approval of the President must be obtained prior to the discharge of an employee under any circumstances.

d. Suspension.

If events compel a supervisor to take immediate action when discharge appears possible or when serious situations justify, the supervisor will immediately suspend the employee for a specified period, pending an investigation. The employee will be required to leave the premises immediately. The supervisor's manager and the Associate Vice President of Administrative Services will be notified immediately. The investigation period will last no longer than ten (10) working days. Responsibility for managing the investigation will be that of the Director of Human Resources.

APPROVED: Dr. Robert Ivany

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