Levels of Corrective Action and Termination

Employees who do not satisfactorily perform the essential functions of their position or exhibit inappropriate conduct as outlined in the university’s Handbook of Operating Procedures, Section 5-2420, may be subject to corrective action or dismissal.

Failure to perform the essential functions of the position and/or misconduct may be handled either informally, with formal corrective action, or dismissal depending on the severity of the incident. There may be times when levels of corrective action may be skipped at management’s discretion due to the severity of the incident.

Informal
- Discussion with supervisor with notes in supervisory file
- Letter of documentation from the supervisor to the employee outlining the conversation, including the item(s) that require improvement and the discussion of the employee’s ideas for improvement.

Formal Corrective Action
- Counseling Letter
- Written Reprimand
- Final Warning

Termination
- The termination process is a two-step process. The employee is not terminated until a Loudermill or intent to terminate process has been completed. In the intent to terminate letter, employees are to be given at least 48 hours to respond, either orally or in writing, to the contents of intent to terminate letter. If a decision is made to proceed with the termination, a paragraph summarizing the response or noting a decision not to respond must be included in the final termination letter.

In addition to the chain-of-command up to the Director, supervisors must copy the Assistant Director for Personnel and Training Services, Personnel Services, and the representative from Human Resource Services (HRS), on both the intent and final termination letters. In addition to everyone copied on the intent to terminate letter, the Vice President for University Operations and Senior Associate Vice President for Campus Planning and Facilities Management are copied on the final termination letter.
Sample letters for formal corrective action, intent to terminate, and termination can be obtained from the HRS representative for the department. All formal corrective action, intent to terminate, and termination letters must be first reviewed by the Manager and/or Assistant or Associate Director before being forwarded on for further review. Draft letters should be e-mailed to the Personnel Services’ representative for the department, and copied to the Assistant Director for Personnel and Training Services. Once the representative for Personnel Services has reviewed, the draft will be reviewed by HRS and forwarded to the Assistant Director for Personnel and Training Services for final approval. The final draft will be returned to the section, and the original, signed letter should be given to the employee and copies distributed.