REVISED POLICY INFORMATION SHEET:
UVU Policy #371 – Corrective Actions and Termination for Staff Employees

Overview
On June 21, 2012, the Board of Trustees approved UVU Policy #371 – Corrective Actions and Termination for Staff Employees. When staff employee performance or behavior issues arise, they are frequently addressed through informal discussion and counseling between the supervisor and the employee. When more formal action is warranted, supervisors, in consultation with Human Resources, may implement corrective actions as outlined in this policy.

Policy Provisions
- This policy applies to all benefits-eligible, nonexempt and exempt staff (full-time) employees who have satisfactorily completed their probationary period.
- Prior to imposing any corrective action other than a verbal warning, supervisors or managers must consult with the Associate Vice President of Human Resources, or his or her designee, in determining the appropriate corrective action. Typically, consult with Employee Relations.
- When performance expectations are not met, corrective actions are used to resolve unsatisfactory job performance and respond to misconduct or any other behavior that violates institutional policies, procedures, guidelines, or practices.
- Corrective actions are typically progressive in nature, beginning with the least severe action necessary to correct the undesirable situation, and increasing in severity if the condition is not corrected.
- It is important that the degree of discipline be directly related to the seriousness of the offense and the employee’s work history record; therefore, it is possible that corrective actions may not necessarily follow the order listed in the policy, and/or may be repeated.
- Corrective actions are: 1) Verbal warning (least severe); 2) Written Warning Notice; 3) Subsequent or additional Written Warning Notice(s); 4) Final Written Warning Notice - A Final Written Warning Notice may include a transfer to another position, a demotion with corresponding reduction in pay, or a suspension without pay [for exempt staff who are not eligible for overtime, a suspension without pay must be in increments of a full workday]; 5) Involuntary Termination (most severe).
- When issuing a Written Warning Notice/Final Written Warning Notice, supervisors must use templates provided by Human Resources.
- Human Resources also has other templates to assist supervisors in managing corrective actions.
- A Written Warning Notice or a Final Written Warning Notice expires no earlier than 12 months after the date of the Written Warning Notice or no earlier than 24 months after the date of the Final Written Warning Notice.
- An expired Written Warning Notice or Final Written Warning Notice may not be referenced in future corrective actions.
• A staff employee choosing to appeal corrective actions (other than a Verbal Warning) should first talk with his or her immediate supervisor. If the employee believes that his or her concerns are not adequately addressed, the employee may appeal in writing to the appropriate Vice President and/or the Associate Vice President of Human Resources, or his or her designee.

• If a review by the Vice President and/or the Associate Vice President of Human Resources, or his or her designee does not resolve the employee’s concerns, the employee may submit an appeal in accordance with the University’s Grievance Policy.

• If corrective action(s) fails to result in satisfactory progress or if the employee’s conduct is egregious in nature, the employee may be considered for involuntary termination (which may be immediate) from employment.

• The policy outlines examples of grounds for involuntary termination. The list is not all inclusive.

• Decisions to terminate or not terminate an employee shall be made with approval of the appropriate Vice President in consultation with the Associate Vice President of Human Resources, or his or her designee.

Questions? Contact Employee Relations at 801-863-5360

References:
UVU Policy #334 – Probationary Period for Staff Employees
UVU Policy #371 – Corrective Actions and Termination for Staff Employees