What happens to my report when it is submitted through HR / Employee Relations?

Policy 371
Corrective Actions and Termination for Staff Employees

UVU
UTAH VALLEY UNIVERSITY
HUMAN RESOURCES

START
Employee concern is brought to Employee Relations through EthicsPoint, phone call, email or walk-in

INTAKE
- Once a report or concern is received, an intake process is initiated. Employee Relations will meet with employees on a wide variety of issues, listen to concerns and carefully take notes.
- Potential issues: Employee conflict, performance management, termination, non-academic faculty issues, code of conduct violations, policy violations, etc.

INFORMATION GATHERING
- Information gathering or fact-finding can include a process in which involved parties are interviewed to collect documentation, data and facts to determine the appropriate level of action, if any.
- Confidentiality is maintained as far as reasonably possible; Employee Relations strives to preserve employee confidentiality while also completing a thorough investigation that is fair to all parties.
- Retaliation is not tolerated at UVU. The Utah Protection of Public Employees Act protects UVU employees from adverse action for reporting in good faith.

NO FURTHER ACTION
No policy violations are being reported. Reporting employee wants to talk and obtain information/advice. Information is delivered and no further action is taken.

REVIEW AND DETERMINATION
(Policy 371:5.2)
The applicable supervisor in consultation with Employee Relations will review findings from the information gathering process and determine the appropriate corrective action(s) for responsible parties. Factors for determining the appropriate corrective action(s) are outlined in policy 371; 5.2.2

NO ACTION TAKEN
Investigative results are not conclusive and no further action can be advanced (policy 335; 3.4).

FORMAL PROCESS
Steps in the formal process are considered part of an employee's employment record and affect potential merit increases* and awards (policy 113). Depending on the severity of the behavior, any step within the corrective action process can be skipped (policy 371; 5.1.1)
Any step in the formal process can be appealed in accordance with policy 335.

INFORMAL PROCESS
Informal steps are not part of an employee's employment record and do not affect potential merit increases* and awards (policy 113).
- Verbal Warning (policy 371:5.1.2(1))
- Performance Improvement Plan
- Training
- Mediation
If performance does not improve see formal process.

*Potential merit increase guidelines are decided year to year. Yearly information can be found at :
https://my.uvu.edu/hr/employees/service/compensation/#compensation-benefit-changes

WRITTEN WARNING
(Policy 371; 5.3.1)

FINAL WRITTEN WARNING
(Policy 371; 5.3.1)

TERMINATION
(Policy 371; 5.4)

More information can be found at the following links:
UVU.edu/hr/ - Current Employee - MyUVU HR Service Center
Workplace Issues and Concerns-https://my.uvu.edu/hr/employees/service/workplace-issues.html
UVU Policy 371 Corrective Action and Termination(https://policy.uvu.edu/getDisplayFile/563920ca65db23201153c221**)**
UVU Policy 335 Staff Grievance(https://policy.uvu.edu/getDisplayFile/58f91446871972f32d1de253**)**