

UAM OPERATING PROCEDURE 450.1

RE: Disciplinary Policy: Classified and
Non-Classified Employees

September 7, 1994

Revised: July 1, 1997

Revised: July 12, 2011

This policy is designed to govern the personal conduct of classified and non-classified employees in areas outside the performance of job duties. Several types of disciplinary action have been developed for handling employee discipline problems. The types of action taken will depend upon the nature of the offense and the number of times the offense occurs. The types of disciplinary action are: verbal warning, written warning, leave without pay, suspension, and termination. Some University privileges may also be restricted.

Procedurally, the supervisor will initiate the appropriate type of action, or a combination of actions, immediately after the offense occurs or is known. Except for verbal warning, the employee must be advised in writing of the offense for which he/she is being disciplined. Examples of offenses that necessitate disciplinary action include, but are not limited to:

1. Problems involving absences from work or tardiness,
2. Illegal and/or unsafe conduct,
3. Inappropriate personal conduct (individual and involving others),
4. Information-related offenses,
5. Gross negligence, and
6. Misuse of University time and/or equipment.