

POLICY No. 609

Area: Human Resources

Date Adopted: November 4, 1999

Certified by _____

Dr. Adolphus Andrews
Vice President
Administration and Finance

Revisions Approved:

SUBJECT: CORRECTIVE ACTION

The University staff may be reprimanded, demoted, suspended or terminated for violation of University rules, policies, and for such offenses as incompetence, inefficiency, excessive or unacceptable absence from work, dishonesty, drunkenness, immoral conduct, insubordination, falsification of employment application, neglect of duty, job abandonment, and/or failure to maintain good behavior. Supervisors are expected to manage performance and to take corrective steps when appropriate.

Corrective action for those employees represented by bargaining units must be implemented in accordance with the terms of the applicable collective bargaining agreements.

Guidelines

- I. Administrative and Unclassified Professional Staff
 - A. All administrative officers and unclassified professional staff serve at the discretion of the appointing authority, and shall be employed by the University upon the positive recommendation of the President and the approval of the Board of Trustees. Administrative officers and unclassified staff may be terminated for just cause and/or financial exigency, without notice, or they may be terminated without cause subject to any contractual notice provisions.
 - B. All requests for involuntary termination should be reviewed by Human Resources prior to any action being taken.
- II. Classified Civil Service Staff
 - A. The University subscribes to the principle of corrective action and follows a policy of progressive steps for minor infractions, as determined by the University. Corrective action for minor infractions usually involves

counseling, written reprimands, and one or more suspensions before termination.

- B. In the case of serious infractions, the University may proceed directly to termination.
- C. Administrative officials have authority to counsel and issue written reprimands, with copies to Human Resources.
- D. In accordance with Chapter 124 of the Ohio Revised Code, a classified civil service staff member may be suspended, demoted, or terminated only by direct action of the appointing authority. The appointing authority for the classified civil service is the Director of Human Resources or a designee when appropriate.

PROCEDURE

Corrective Action 609.1