

## Policy 5-111: Corrective Action and Termination Policy for Staff Employees

Revision 10. Effective date: October 10, 2011

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### I. **Purpose and Scope**

#### A. Purpose.

Outline the process for taking corrective and disciplinary action regarding staff employment at the University of Utah.

#### B. Scope.

1. This Policy applies to all Full-Time Benefited and Part-Time Benefited staff members of the University who have satisfactorily completed their probationary period.
2. Part-Time Non-benefited, Per Diem, Temporary (Benefited and Non--Benefited) and probationary employees are not included within the scope of this Policy.

### II. **Definitions**

The following definitions apply for the limited purposes of this policy and any associated regulations.

- A. Concern: An event occurring which is contrary to manager's/supervisor's reasonable expectations for the staff employee and/or represents violation(s) of University Regulations.
- B. Egregious Behavior: Serious conduct or behavior issues that will likely result in termination of employment.

### **III. Policy**

- A. In determining the level of corrective action which may be taken, consideration will be given to both the actual or potential impact and to the consequences of the behavior.
- B. The level of corrective action will be the result of an evaluation of each/all current incidents and any history of corrective action.
- C. Possible corrective actions include Written Warning, Final Written Warning, Suspension Without Pay, Demotion and Termination of employment. Depending on the nature and severity of the issue, corrective action may be applied without prior warnings having been issued to the staff member.
- D. Prior to imposing any corrective action supervisors or managers must consult with the Human Resources Department as defined in the associated Rules.
- E. Where institutional issues, rather than departmental issues, are involved, the appropriate institutional representative may take responsibility for any corrective action to be taken.

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*Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.*

### **IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources**

A. Policies/ Rules.

1. Rule R5-111A: Staff Corrective and Disciplinary Actions (non-UUHC)
2. Rule R5-111B: Staff Corrective and Disciplinary Actions
3. Rule R5-111C: Egregious Behavior
4. Rule R5-111D: Removing a Written Warning Notice and/or Final Written Warning Notice from a Staff Employee File

B. Procedures, Guidelines, and Forms. [ *reserved* ]

C. Other Related Resources. [ *reserved* ]

**V. References**

- A. Policy 1-004: Violence in the Workplace and Academic Environment
- B. Policy 5-001: Employee Definitions
- C. Policy 5-106: Equal Opportunity and Nondiscrimination in Employment
- D. Policy 1-020: Professional Boundaries in Relationships
- E. Policy 5-113: Drug-Free Workplace
- F. Policy 5-114: Drug Testing
- G. Policy 5-203: Staff Employee Grievances

**VI. Contacts**

The designated contact officials for this Regulation are

- A. Policy Owner(s) (primary contact person for questions and advice): Director of Employee Relations for Human Resources
- B. Policy Officer(s): Chief Human Resource Officer and Senior Vice President for Health Sciences

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

## VII. History

### Revision History.

#### A. Current version. Revision 10.

1. Approved by -- Board of Trustees October 10, 2011, with effective date of October 10, 2011.
2. Legislative History
3. Editorial Revisions
  - a. Editorially revised January 26, 2024 to move to current regulation template.

#### B. Previous versions.

1. Revision 9. Effective Date. February 13, 2006
2. Revision 8. Effective Date. June 30, 2004
3. Revision 7. Effective Date. July 13, 1998

#### C. Renumbering

1. Renumbered from Policy and Procedures Manual 2-9.