University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **DISCIPLINARY ACTIONS**

Policy #: **10.1**

Discipline is a serious matter, and the level of discipline should take into consideration the conduct/behavior of the employee and its impact upon the working environment. Discipline may vary depending upon the nature and severity of the offense. There are various forms of discipline, including but not limited to, the following:

1. *Written Warning:* Notice that an employee’s performance, actions and/or behavior is unacceptable. A written warning shall be documented and placed in the employee’s personnel file.
2. *Probation:* Notice that an employee’s performance, actions and/or behavior over a period of time, or for a serious incident, is unacceptable. Generally, probation does not exceed ninety days. At the beginning of the probationary period, notice is provided that the employee’s continued employment is in jeopardy due to unsatisfactory job performance, repeated violations of policies, procedures, rules or standards, and/or the seriousness of the violation. A decision to place an employee on probation shall be documented and placed in the employee’s personnel file.
3. *Suspension With/Without Pay:* Notice that an employee has engaged in a serious violation or repeated violations of policies, procedures, rules or standards resulting in disciplinary leave with pay. A decision to suspend an employee without pay shall be documented and placed in the employee’s personnel file.
4. *Dismissal:* Termination of the employment relationship is governed by Board of Trustees Policy 405.4 for staff members, both classified and non-classified, administrators, as well as faculty members and other academic employees in positions for which tenure may not be awarded. Staff members and administrators may be terminated at any time upon the giving of notice, in writing, at least thirty days in advance of the date employment is to cease, or immediately for cause Faculty member, and other academic employees in positions for which tenure may not be awarded, may be terminated at any time upon the giving of notice, in writing, at least thirty days in advance of the date employment is to cease, or immediately for cause.

**Resource(s): Approved by: Approval date:**

**Custodian:** Human Resources