



## HUMAN RESOURCES POLICIES AND PROCEDURES

Area: Separation

Subject: Suspension, Resignation, or Dismissal

Applies To: Campus Benefitted Employees

Sources:

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### **Suspension, Demotion or Dismissal**

Failure to comply with University policies or inadequate performance of job duties may result in the suspension, demotion or dismissal of an employee. Supervisors will make a reasonable efforts through progressive discipline to help an employee improve their performance before taking this type of disciplinary action. Supervisor shall consult with either the Director or Associate Director of Human Resources to insure proper documentation and definition is established prior to issuing a Suspension, Demotion or Dismissal Action with an employee. In all cases, the disciplinary action should be accompanied by a letter that is issued to the employee with copies provided to the Department of Human Resources for inclusion in the employee's official personnel file.

If disciplinary action is taken, the supervisor will inform the employee in writing, giving the reasons for the action and its effective date. Employees may appeal to the next higher authority or file an appeal/ grievance.