Rule 5-111B: Corrective Action and Termination Approval
Process for UUHC Staff

I. Purpose and Scope

To identify the level of corrective action and discipline that needs approval from Human Resources

II. Definitions (Reserved)

III. Rule

A. Prior to imposing Final Written Warnings, Suspension without pay, Demotions, and Terminations supervisors and managers must consult with the Human Resources Department for review of the action. Written Warnings are held at the discretion of Supervisors and Managers and, although are part of the formal discipline process, do not need to come through Human Resources for approval.

B. Although Written Warnings do not need to come through HR, we are available at the discretion of the supervisor for consultation and review.

IV. Procedures, Guidelines, Forms and other Related Resources

A. Procedures (reserved)

B. Guidelines (reserved)

C. Forms (reserved)

V. References

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

VI. Contacts
Policy Owner: Questions about this Policy and any related Rules, Procedures and Guidelines should be directed to the Director of Employee Relations for Human Resources.

Policy Officer: Only the Chief Human Resource Officer or his/her designee has the authority to grant exceptions to this Policy.

VII. History

A. Current Rule: Revision 0

Approved by the Academic Senate: October 3, 2011