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. The factors which will be considered within the decision making process will include:

A. Physical/Safety Issues
B. Service Impact
C. Financial Implications
D. Resultant Disruption Level
E. Violation of University or Department policies, procedures, or standards
F. Violation of Law

Criteria for corrective action based on a Concern

Taking into account the specific job duties and circumstances and evaluating the situation based on the 6 factors listed above, a “Concern” event occurs when:

A. The actual or potential impact is low, and
B. It involved a first incident, and
C. It is not on the list of “Egregious” violations

Typical Action—First Written Warning.

Possible Examples:

1. First attendance/tardiness problem—depends on the employee’s role and the actual or potential impact based on the 5 factors above.
2. Error or poor performance—depends on error and the actual or potential impact based on the 6 factors above.

Criteria for Substantial corrective action

Taking into account the specific job duties and circumstances and evaluating the situation based on the 6 factors listed above, a “Substantial” event occurs when:

A. 1. A second “Concern” event (does not need to be the same type of issue) becomes “Substantial” after an initial corrective action was taken, or
B. 2. A first incident that involves a greater impact than a “Concern”

Typical Action—Final Written Warning and Possible Suspension without Pay or Demotion.
Possible Examples:

1. Continued errors after a first written warning—depends on the employee’s role and the actual or potential impact based on the 6 factors above.
2. Inappropriate interaction with a patient or customer—depends on the employee’s role and the actual or potential impact based on the 6 factors above.
3. Insubordination—depends on the employee’s role and the actual or potential impact based on the 6 factors above.

Criteria for Serious corrective action

Taking into account the specific job duties and circumstances and evaluating the situation based on the 6 factors listed above, a “Serious” event occurs when:

A. There is an additional “Concern” or “Substantial” event (does not need to be the same type of issue) after a final written warning was issued, or
B. A “Substantial” event follows a first written warning, or
C. The behavior is on the list of “Egregious” violations

Typical Action—Termination of Employment or Final Written Warning including a Suspension without Pay or a Demotion.

Possible Examples:

1. Continued errors or absenteeism after a final written warning.
2. Implementing a medical procedure without necessary certification.
3. Physically striking a co-worker.
4. Theft.

History -

Editorially revised to become a Rule per Cabinet approval: July 30, 2009
Approved: Board of Trustees 2/13/2006