

Rule 5-111B: Corrective Action and Termination Approval Process for UUHC Staff. Revision 0.

Effective Date: October 10, 2011

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. Guildelines (reserved)
- C. Forms (reserved)

V. References

- A. [Policy 5-111 \(/human-resources/5-111.php\)](/human-resources/5-111.php): Corrective Action and Termination Policy for Staff Employees

VI. Contacts:

The designated contact officials for this Policy are:

- A. Policy Owner (primary contact person for questions and advice): [Director of Employee Relations \(/info/index.php\)](/info/index.php) for Human Resources.
- B. Policy Officer: [Chief Human Resource Officer \(/info/index.php\)](/info/index.php) and the [Sr. Vice President for Health Sciences \(/info/index.php\)](/info/index.php).

These officials are designated by the University President or delegatee, with assistance of the Institutional Policy Committee, to have the following roles and authority, as provided in University Rule 1-001:

"A 'Policy Officer' will be assigned by the President for each University Policy, and will typically be someone at the executive level of the University (i.e., the President and his/her Cabinet Officers). The assigned Policy Officer is authorized to allow exceptions to the Policy in appropriate cases.... "

"The Policy Officer will identify an 'Owner' for each Policy. The Policy Owner is an expert on the Policy topic who may respond to questions about, and provide interpretation of the Policy; and will typically be someone reporting to an executive level position (as defined above), but may be any other person to whom the President or a Vice President has delegated such authority for a specified area of University operations. The Owner has primary responsibility for maintaining the relevant portions of the Regulations Library.... [and] bears the responsibility for determining - requirements of particular Policies...." University Rule 1-001-III-B & E

VII. History

A. Current Version: Revision 0

Presented for the information of the Academic Senate: October 3, 2011

Presented for the information of the Board of Trustees: October 10, 2011

Effective Date: October 10, 2011

[Legislative History for Revision 0 \(/human-resources/revisions_5/LegHist%20Policy%205-111Rev%2010%20Rules%20A%20B%20Rev%200%20Oct%202011.pdf\)](#)