



## **XAVIER UNIVERSITY**

### **Progressive Discipline**

**Effective:** April 30, 2008

**Last Updated:** April 30, 2008

**Responsible University Office:** Human Resources

**Responsible Executive:** Associate Vice President for Human Resources

**Scope:** All University Employees

#### **A. REASON FOR POLICY**

Xavier University uses this discipline policy as a guide for the uniform administration of discipline. Except in the case of more serious infractions, Xavier University believes in a progressive disciplinary procedure that will promote fairness and equality in the workplace and serve to guide and improve an employee's behavior.

#### **B. POLICY**

In the event of a violation of Xavier University and/or department rules, regulations, policies or procedures, any one of the following actions may be used at any time according to the seriousness of the offense:

- Verbal Warning
- Written Warning
- Probation
- Final Written Warning
- Suspension
- Discharge

The final warning should make it clear that, unless there is significant improvement, discharge will result. When final warning is given a copy should be

forwarded to the Office of Human Resources. Compliance with any corrective action will not change the at-will nature of the employee's employment.

### **C. PROCEDURE**

The following principles shall apply:

- a. Each offense shall be dealt with as objectively and as privately as possible.
- b. Policy infractions shall be dealt with as soon as possible.
- c. Discipline shall usually be progressive, but depending on the severity of the offense, certain levels in the process may be omitted and immediate discharge could be required.
- d. Discipline may be administered by the supervisor, the Associate Vice President of Human Resources, or other designee.

Supervisors should adhere to the following procedures, when appropriate, with respect to taking disciplinary action:

- a. Secure the necessary facts related to the misconduct. Obtain verifiable information by interviewing witnesses and obtaining all necessary supporting documentation.
- b. Discuss the alleged misconduct with the employee by seeking the employee's side of the story.
- c. Analyze the facts that have been obtained, including those presented by the employee. Determine if sufficient facts exist to support disciplinary action.
- d. If appropriate to the situation, determine corrective action. Consider the severity of discipline, and when appropriate, apply principles of progressive discipline.
- e. Inform the employee of the disciplinary decision, including documentation of any disciplinary action that is being taken. A Human Resource representative should be present when an employee termination is performed.

An employee has the right to request the presence of a support person during an investigative interview that may result in disciplinary action against the employee. The support person attends in an observatory role.

For example, an employee has the right to have a support person attend an investigative interview wherein a supervisor questions the employee to obtain information that could be used as a basis for discipline against the employee.

**Other applicable policies and/or resources:**

Grievance and Appeals