

WVU-HR-9 Discipline Policy

PURPOSE

To outline the means by which West Virginia University may take counseling and/or disciplinary action to correct an employee's work related behavior which does not meet the expectations set by the supervisor or other appropriate authority, in accordance with West Virginia Board of Trustees Classified Employee Handbook.

SCOPE

This policy applies to all classified employees, including those on the regional campuses.

POLICY

When an employee does not maintain the standards of performance or conduct as outlined by the supervisor, or, does not comply with applicable policies, procedures or laws, disciplinary action, including but not limited to written notice, demotion, suspension, or dismissal may be taken. Dependent upon the actual and potential consequences of the offense, employee misconduct may be considered minor misconduct or gross misconduct.

Minor misconduct results in the appropriate action being taken through progressive discipline. Progressive discipline requires notice of concern and expectations to the employee through letter(s) of warning, with potential suspension and/or demotion, resulting in termination, for subsequent similar offenses. Gross misconduct may result in any level of discipline up to and including immediate dismissal at the supervisor's discretion.

PROCEDURE

Additional information regarding this policy can be obtained in the [Disciplinary Procedure](#).

RESPONSIBILITY FOR IMPLEMENTATION

The supervisor is responsible for determining if an employee is meeting the established expectations for the position and determining if disciplinary action is warranted. The Employee Relations Units in the Department of Human Resources, at 293-5700 or P.O. Box 6640, is available to answer questions or provide additional information regarding this policy.

RESPONSIBILITY FOR INTERPRETATION

The responsibility for interpretation of this policy rests with the Director of Human Resources, West Virginia University.

EFFECTIVE DATE: September 10, 1998

APPROVED BY: Scott C. Kelly, Vice President

