




National University of Health Sciences General Policies

Title: Employee Performance and Discipline	Page	1	of	3
Date Adopted: 02/11/92	Date(s) Revised:	05/15/97, 02/23/98		
 President	Date	4-8-09		

POLICY STATEMENT

Every organization has performance and rules of conduct to govern its activities. National University of Health Services (NUHS) has traditionally subscribed for all employees' fair and equitable treatment in all areas of their employment with the University.

Procedures

The underlying purpose of this policy is to provide development and/or corrective action, when possible, to retain suitable employees for the University. Human Resources will act as a consultant to departments where there is job performance or discipline issue for staff employees.

Each employee must know what behavior and standard of performance is required by the University, and what the person must do in order to perform their job. All employees must use judgment in governing personal actions while in the office or on University business. While there are no "rules" of personal conduct, there are some actions that are obviously inappropriate in a business or academic setting and must, therefore, result in disciplinary action.

A supervisor's approach to matters requiring development or disciplinary action, such as unsatisfactory job performance, tardiness, excessive absenteeism, or any other infraction of policy, needs to insure the following:

- Specific areas of low performance explained to the employee.
- Required performance explained to the employee.
- Adequate training for development in the area that low performance exists.
- Provide employee reasonable length of time to improve performance.

Supervisors and department heads are responsible for determining the degree of performance or discipline warranted. However, uniformity in disciplinary action, i.e., similar penalties should be applied in all cases where similar circumstances exist.

Good performance on the job is essential for each employee's feeling of self-worth and contribution. The success of the University is dependent on each individual's contribution. The following disciplinary steps are intended to produce acceptable performance; however, there may be instances or circumstances where a decision is made not to follow these exact steps.

Disciplinary Steps

Step 1 – Oral Warning: If an employee's performance or personal action at the University is not acceptable or is disrespectful, illegal, or disruptive, the supervisor shall orally inform the employee, and document on memo the implications of such actions for the employee's future at the University. The supervisor will send the original memo to Human Resources and provide a copy to the employee.

Step 2 – Oral Warning, Followed by Written Documentation:

1. If the problem persists, the supervisor shall again orally discuss with the employee the implications of the behavior or inadequate performance and explain again what must be done to correct the deficiencies, and provide appropriate assistance or training. Depending on the problem and circumstances, the supervisor must insure that reasonable time limits for correction (if appropriate) are understood by the employee.
2. The results of this discussion should be documented and a copy provided to the Human Resources Office and the employee, spelling out specific shortcomings and that specific improvement will need to be made. The employee shall sign the document as acknowledgment that they have received a copy.
3. Following the implementation of step 2, the supervisor must have periodic conferences with the employee to provide appropriate assistance or input as necessary, to improvement or lack of improvement, as noted. Said conferences must be documented.

Step 3 – Oral Warning, Followed by Written Documentation Placing Employee on Probation:

1. If the shortcomings are not improved within a reasonable period of time, the same procedure shall be followed as in step 2 with the supervisor and/or department head again discussing and documenting, with specific examples, illustrating lack of improvement since the first discussion and/or written documentation. A specific probationary time frame will be set with the employee's understanding that lack of improvement during the period set will be reason for discharge, resignation and reassignment. Prior to placing an employee on probation or suspension without pay, the supervisor must inform the department head, and discuss the situation with Human Resources.

2. A supervisor, with department head approval, may for cause, as a disciplinary action, either suspend without pay or place on probation, any employee for cause, up to and including three (3) days or place on probation for up to 45 days. The notice of action must be given to the employee in writing, stating duration and specific times it is in effect, and a copy must be filed with Human Resources and the Vice President for Administrative Services.
3. If an employee is placed on probation, the supervisor must continue to have periodic conferences with the employee during probation or following suspension to note improvement or lack of improvement, and document said conferences.
4. During the probationary period, should the shortcomings be rectified, the supervisor notifies the employee that he/she is no longer on probation and sends notification of such to the Human Resources Office and the Vice President for Administrative Services.

Exceptions:

Because of the severity of the offenses, certain instances may be cause for immediate discharge without advance warning. These instances include, but are not limited to, the following:

- Insubordination or refusal or intentional failure to perform reasonable assigned work.
- Possession of firearms or other illegal weapons while at work.
- Unlawful delivery, use, or possession of narcotics, controlled substances, or other contraband.
- Inability to perform work due to intoxication or other substance-induced conditions.
- Severely inappropriate conduct on University property, including gambling, sexual misconduct, fighting, threatening or attempting to inflict bodily injury.
- Theft of any University property or the property of another person.
- Gross negligence or willful or intentional conduct causing damage to University property or the property of another person.