

## Disciplinary Actions/Separation

### Absenteeism and Tardiness

Since each employee of Saint Mary's University performs an essential function in the operation of the University, it is each individual's responsibility to maintain a good attendance record and to report to work on schedule. The immediate supervisor must be notified of an unexpected absence or late arrival by the employee. Excessive absenteeism and tardiness may be grounds for disciplinary action, including suspension or termination.

### Work Rules and Conduct Standards

For the benefit of employees and to promote the efficiency and productivity of the University, certain rules must be observed by all employees. Some examples of unacceptable conduct which may result in disciplinary action up to and including immediate dismissal include, but are not limited to, the following:

- a. Insubordination. Improper conduct towards a supervisor or refusal to perform assigned University duties in an appropriate manner, refusal to follow employment-related directives from the University or a supervisor, or failure to comply with University standards and policies related to the employee's position.
- b. Violation of written rules concerning the use, possession, sale, manufacture, distribution, transfer, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working, while on University premises, or while using University equipment, machinery, or vehicles.
- c. Unauthorized release or disclosure of confidential information.
- d. Theft or unauthorized removal of University, student or staff property.
- e. Falsification of payroll records.
- f. Absence of two or more workdays without notice to the supervisor.
- g. Misuse of University property.
- h. Unsatisfactory work performance.
- i. Tardiness or absenteeism.
- j. Arrest and conviction for criminal offenses affecting the employee's ability to adequately perform his/her job.
- k. Falsifying records or information or the misuse or unauthorized manipulation of any computer or electronic data processing equipment or system).

- l. Discrimination, sexual harassment and harassment.
- m. Smoking in unauthorized areas.
- n. Failure to observe safety or sanitation rules.
- o. Discourteous or unprofessional conduct toward students, other staff, or faculty.

Although the University supports the theory of corrective discipline, the University retains discretion to take disciplinary action appropriate to the particular circumstances. Violations of rules or policies may result in disciplinary measures that depending upon the circumstances and at the discretion of the University, may include verbal or written warnings, suspension (with or without pay), or immediate discharge. These disciplinary measures do not constitute an exclusive list of possible actions and may be taken in any order.

If an employee fails to meet job responsibilities or is in violation of one or more of the Work Rules and Conduct Standards, the immediate supervisor should discuss the problem or infraction with the employee. In most cases, it is expected that such discussion will remedy the problem.

If the problem is not resolved to the supervisor's satisfaction, a written warning may be given by the supervisor and a copy placed in the individual's personnel file. A written warning without improvement or positive change in employee conduct may result in the following action:

- a. Suspension with or without pay for a period of time deemed appropriate by the employee's supervisor.
- b. Probation in a fashion deemed appropriate by the employee's supervisor.
- c. Immediate dismissal.

Suspension with or without pay may also be imposed, without prior written or verbal warning, on any employee charged with an offense considered to be detrimental to the safety or welfare of the University community. The suspension shall remain in force pending an immediate investigation of the offense and appropriate final action. The investigation may result in one of the following actions:

- a. Immediate reinstatement with pay for the period of suspension;
- b. Forfeiture of pay for all or a portion of the period of suspension;
- c. Immediate dismissal; or
- d. Probation in a fashion deemed appropriate by the employee's supervisor.

In addition to the above, immediate dismissal from employment may also result when an employee is absent two or more consecutive working days with no communication from the employee to the immediate supervisor or the appropriate Vice President. The appropriate Vice President shall notify the employee of such dismissal via certified mail.