

DISCIPLINARY ACTION

Employee: _____

Date: _____

Department/Division: _____

Level of disciplinary action (check appropriate box):

- 1. Verbal warning
- 2. Written warning
- 3. Corrective review

Problem(s) to be corrected (list):

Disciplinary Action and Corrective Measures:

Failure to comply with the above directives or repetition of the above actions requiring correction will result in further disciplinary action in accordance with procedures outlined in the current *Staff Employee Handbook* of Liberty University.

Time period for disciplinary action:

Signed and dated this _____ day of _____, 20 _____

Employee: _____

Division Director: _____

Human Resources: _____

Signing this document is not an acknowledgement of guilt but an acknowledgement of the employee's desire to correct the problem(s) stated above within the specified time period.

PROGRESSIVE DISCIPLINARY ACTIONS

Progressive disciplinary action should be initiated if an employee's performance, or conduct, or some other circumstance makes termination a distinct possibility. The first step, in the progressive discipline process, is to issue a verbal warning. The department will meet with the employee member to state the specific problem and a plan for correction. This should be documented, sending the original to the Human Resources Office and copies to the supervisor and employee.

If further corrective action is needed, the supervisor will issue a written warning, stating the specific problem and the corrective action. The employee must sign the warning. The warning will be sent to Human Resources Office that will send copies to the supervisor and employee.

If the above two steps have been implemented and the employee's performance, conduct or other circumstances require further action, then the corrective review procedure should be implemented. Corrective review can be initiated only after the supervisor has received approval from the Vice President in charge of the department. A memorandum supporting corrective review prepared by the employee's supervisor and signed by the appropriate Vice President will be sent to the Office of Human Resources. The Human Resources Office will deliver a copy of the corrective review form to the employee. The employee 1) will be informed of the nature of the problem, 2) will be told the exact steps that must be taken to remedy the problem, and 3) will be given up to three months in which to correct it. The time period may vary depending on the circumstances but will not exceed three months.

If at the end of the established time period, the employee's performance does not warrant continued employment, approval to terminate should be requested by the employee's supervisor. The full period of time need not elapse before termination if clear efforts are not being made to meet the plan for correction. The same approvals are required before termination.

Circumstances may arise whereby an employee must be terminated without first proceeding through the earlier steps of progressive disciplinary action. In the event of termination, the Vice President for Human Resources will inform the employee in person of the decision.