

# Disciplinary Action Incident Report - Civil Service Employees

Labor and Employee Relations

Southern Illinois University Carbondale

Name of Employee \_\_\_\_\_

Job Classification \_\_\_\_\_

Department \_\_\_\_\_

State exactly what originally happened; when it happened, who was involved; witnesses; what rule, policy, statute or contract clause is involved.

## Action Recommended by the Department Head

In determining the recommendation for disciplinary action, the employees' previous behavioral problems, past performance and length of service will be taken into consideration. (See the next page for guidelines)

(1)  Verbal Warning Only

(3)  Work Day(s) Suspension

(2)  Written Reprimand

From \_\_\_\_\_ To \_\_\_\_\_

(4) Other \_\_\_\_\_

(Note: No action is to be taken until a review has been made by Labor and Employee Relations)

Signature of person preparing report \_\_\_\_\_ Date \_\_\_\_\_

Signature of Department head \_\_\_\_\_ Date \_\_\_\_\_

Employee Remarks

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

(The signature of the employee acknowledges receipt of this form; it does not mean agreement with its content.)

### Disposition and Distribution of this Form:

(1) The original must be sent to Labor and Employee Relations as soon as possible in order that any action taken will be timely. Written record of any action taken, unless it is a verbal warning only, shall be placed in the employee's official record which is maintained in Human Resources.

(2) A copy is to be retained by the employee's department. It will serve as documentation of a verbal or written reprimand.

(3) A copy is to be given to the employee at the time the form is completed.

# Guidelines for Progressive Disciplinary Action - Civil Service Employees

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This chart is designed only as a guide and is by no means complete and all encompassing. (It is a description of typical employee infraction of rules or violation of policy, statute or contract clauses). An employee's work record may be taken into consideration when determining the level/degree of disciplinary action to be imposed. The level of disciplinary action shall increase with the level of severity of behavior engaged in and based on whether the conduct is of a repetitive nature. All employees including probationary employees are to exhibit appropriate work related behavior while on University property and/or time. For probationary employees, Level II or above violations should be considered grounds for dismissal during probationary period. For further clarification and application of discipline measures for unusual specific cases, please contact Labor and Employee Relations.

Level I	Level II	Level III	Level IV	Level V
Tardiness	Unauthorized or unexcused absence of less than five working days	Any willful or negligent act resulting in damage to property, tools, or equipment	Fighting	Any criminal act that would qualify as a felony
Failure to adhere to institutional or departmental regulations or policies	Leaving work without authority	Unauthorized possession and/or use of keys	Immoral or indecent conduct which violates common decency or morality	Theft
Smoking in prohibited areas	Misrepresentation of absence	Falsification of institutional documents or records	Any criminal act that would qualify as a misdemeanor	Bribery
Disregard of safety regulations	Refusal to perform work assigned	Drinking intoxicating beverages in violation of University policies		Willful physical harming of student, employees or visitors
Careless workmanship resulting in waste or delay	Failure to follow work and time schedules	Unauthorized and unexcused absence of five through nineteen assigned work days		Unauthorized and unexcused absence of twenty or more assigned work days
Loafing or wasting time	Unauthorized use of institutional property	Any act or omission which jeopardizes the health and safety of students, employees or visitors		Any willful or negligent act or omission resulting in substantial damage or loss to property and/or serious injury to persons
Creating or contribution to unsanitary conditions	Sleeping during work hours			
Horseplay or scuffling	Abusive, threatening or improper language and/or harassment			
Unauthorized soliciting	Insubordination	Sexual harassment by a supervisor		
Excessive socializing	Unsatisfactory work performance			
Insolence	Sexual harassment of a co-employee			

### Example of Degrees of Disciplinary Action

Occurrence	Level I	Level II	Level III	Level IV	Level V
FIRST	Verbal or written reprimand warning	Written reprimand or 1-5 work day suspension	1-10 work day suspension	15-20 work day suspension	Discharge
SECOND	Written reprimand or 1-5 work day suspension	1-10 work day suspension	15-20 work day suspension	Discharge	
THIRD	1-10 work day suspension	15-20 work day suspension	Discharge		
FOURTH	15-20 work day suspension	Discharge			
FIFTH	Discharge				