

3341-5-11 Disciplinary Policy.

Applicability	Classified Staff
Responsible Unit	Office of Human Resources
Policy Administrator	Chief Human Resources Officer

(A) Policy Statement and Purpose

To set out the policy governing discipline of non-represented administrative and classified employees.

(B) Policy

(1) At Bowling Green State University, there are occasions when employees fail to meet performance standards or to abide by university policies, procedures, and rules governing appropriate conduct on the job. In order to deal with such situations in a fair and consistent manner, the university has developed a disciplinary policy and procedure designed to improve productivity and morale, and not merely to punish. The disciplinary policy and procedure is designed so that:

- (a) Management will respond in a consistent and predictable manner if an employee violates the rules.
- (b) Disciplinary matters will be handled in a confidential and expeditious manner.
- (c) Employees will be told what is expected of them and the possible consequences if they do not live up to performance expectations.
- (d) Employees will be disciplined progressively except for instances where the seriousness of the offense may warrant

bypassing one or all steps (e.g., the illegal use of drugs, etc.).

- (e) Discipline will be based on facts and not hearsay or opinion.
 - (f) Employees can appeal disciplinary actions through the university's internal grievance procedure or through the State Personnel Board of Review.
- (2) Disciplinary action is normally progressive in nature, that is, repetitions of causes for disciplinary action or a combination of offenses should lead to application of more serious disciplinary sanctions. However, some actions, because of their seriousness represent a threat to the safety and well-being of the individual, other employees, students, or to university operations warrant bypassing one or all steps of the disciplinary process. The following defines and outlines the suggested sequence of the various disciplinary actions.
- (a) A verbal warning is an oral discussion between a supervisor and an employee who fails to meet performance standards or exhibits unsatisfactory behavior. Verbal warnings are generally issued for minor offenses and should be considered by the employee as a clear indication that a repetition of unsatisfactory behavior may call for more serious disciplinary action. When a verbal warning is issued, the supervisor should take immediate constructive steps to help the employee avoid the repetition of unsatisfactory behavior.
 - (b) A written warning is more serious and may become a permanent part of the employee's official record. A written warning is issued if the corrective behavior from any previous verbal warning(s) is not exhibited within the specified time limits or if the offense is of a serious nature. A copy of the written warning is given to the employee and the original is forwarded to the Office of Human Resources to be placed in the employee's official file. When a written warning is issued, the supervisor should take immediate

constructive steps to help the employee avoid the repetition of unsatisfactory behavior.

- (c) Continued unsatisfactory performance or the commission of a serious offense may serve as the basis for more severe disciplinary actions beyond a verbal or written warning. A suspension without pay can vary from one day to several weeks or months. A suspension is designed to give an employee some time to think over the seriousness of the offense and it is hoped that he/she will make a commitment to better behavior or performance in the future.
- (d) A reduction in pay or position (demotion) may be on a permanent or temporary basis. Demotions are for situations in which an employee has been promoted and cannot handle the job or is no longer able to perform his or her regular duties in a competent manner, or in some circumstances may be warranted for commission of a serious offense.
- (e) A removal is the most serious penalty that can be imposed and should be used with care in the event that previous progressive discipline has not achieved the corrective behavior or when a serious offense has been committed. A bad discharge decision hurts the employee who loses a job, the employer who loses a trained worker, and the supervisor and co-workers who have to get the work done while waiting for and training a replacement.

Under Ohio Law, a classified employee may be disciplined, discharged, or reduced in pay for unsatisfactory conduct such as incompetence, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of public, neglect of duty, or any acts of misfeasance, malfeasance, or nonfeasance. (Section 124.34 of the Ohio Revised Code).

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