PERFORMANCE MANAGEMENT

- Ongoing conversations
- Development plans
- Expectations setting
- Annual performance reviews

COUNSELINGS

- **Verbal** – Minor infractions addressing performance or behavioral issues as they occur.
- **Written** – Documenting minor infractions concerning performance or behavioral issues.

PROGRESSIVE DISCIPLINE

This next step may be used if there is no performance or behavioral improvement or it may be used for more serious first time or repeat offenses.

CLASSIFIED

GROUP 1 WRITTEN NOTICE

State Department of Human Resource Management’s (DHRM) Standards of Conduct violations with a relatively minor impact on university operations documented on a DHRM Written Notice form.

GROUP 2 WRITTEN NOTICE

DHRM’s Standards of Conduct violations of a more serious nature. A Group 2 may result in suspension up to 10 days. Two Group 2 active notices may result in termination, demotion with disciplinary salary action, and suspension of up to 30 days.

GROUP 3 WRITTEN NOTICE

The most serious performance or behavioral issues, including policy violations resulting in a severe impact to university operations and usually resulting in termination.

UNIVERSITY & ACADEMIC PROFESSIONALS

VERBAL WARNING

VCU Code of Conduct violation or other state or university policy violation documented on a university progressive discipline form. The verbal warning is documented and issued for a relatively minor policy violation or performance or behavioral issue. A notice of needs improvement may be issued with a verbal warning.

WRITTEN WARNING

1st warning is for a serious offense including policy violations, performance or behavioral issues with a severe impact on university operations.

2nd warning is for serious repeat offenses including policy violations, performance or behavioral issues with a severe impact on university operations.

3rd warning in 18 months warrants termination.

Any written warning can result in “Imposed Probation (30, 60, or 90 days)” or suspension, demotion or termination.