

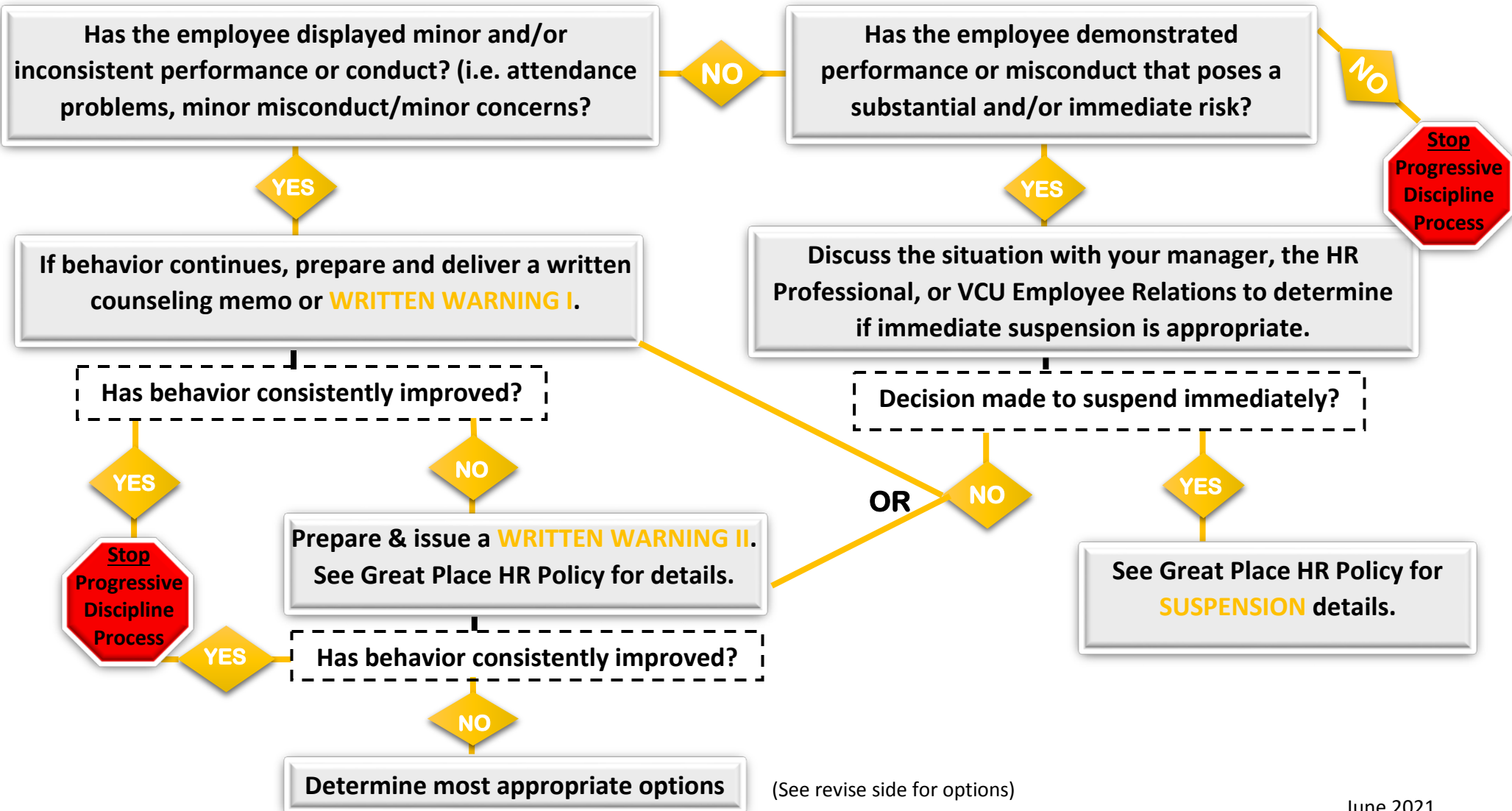


VCU

Progressive Discipline for University Employees

When a performance or conduct issue arises, it is the goal of the University that managers will approach the situation in ways that counsel and encourage employees in an attempt to modify behavior in positive ways.

Below is the expected model for dealing with employees.





VCU

Written Warnings can lead to or be issued in conjunction with:

Imposed Probation

- With the approval of the manager's manager & HR
- 30, 45, 60, or 90 calendar days
- Prepare a *Notice of Imposed Probation* form
- **See policy for other details**

Suspension

- With the approval of the manager's manager & HR
- Behavior, performance or misconduct pose substantial risk
- Prepare a *Notice of Suspension* form
- **See policy for other details**

Dismissal

- With the approval of the manager's manager & HR
- A severe behavioral infraction, severe performance issues, or 3 Written Warnings within an 18-month period
- Prepare a *Notice of Dismissal* form
- **See policy for other details**

Demotion

- With the approval of the manager's manager and HR
- Demote employee into a position with fewer qualifications and lower pay
- May be used as a disciplinary measure
- **See policy for other details**

Dismissal

- With the approval of the manager's manager & HR
- Prepare a *Notice of Dismissal*
- **See policy for other details**