



CLASSIFIED and UNIVERSITY & ACADEMIC PROFESSIONALS BOTH employee types receive....

Step 1

PERFORMANCE MANAGEMENT

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

Step 2

INFORMAL COUNSELINGS

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

Step 3

FORMAL 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 I 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 II WRITTEN NOTICE

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

GROUP III 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

WRITTEN WARNING I

VCU Code of Conduct violation or other state or university policy violation documented on a university progressive discipline form. The Written Warning I 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 Written Warning I.

WRITTEN WARNING II

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

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

3rd Written Warning II in 18 months warrants termination.

Any Written Warning II can result in “Imposed Probation (30, 45, 60, or 90 days)” or suspension, demotion, or termination.

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