Discipline & Dismissal of Classified Employees

Purpose

To address classified employee conduct or work performance issues that arise in the workplace.

Policy

It is the policy of the University of Texas at El Paso to encourage fair, efficient, and equitable solutions for problems arising out of the employment relationship. These policies are applicable to classified employee conduct or job performance of a staff employee that results in a decision to impose a disciplinary penalty of demotion, suspension without pay, or dismissal. The Handbook of Operating Procedures, Section V, Chapter 6.

Procedures

As an employee you are expected to acquaint yourselves with performance criteria for your particular job and with all rules, regulations, procedures, and standards of conduct established by the Board of Regents of The University of Texas System, the University, and the employee's department or unit.

If you do not fulfill the responsibilities set out by your performance criteria, rules, regulations, procedures, and standards of conduct you may be subject to adverse personnel action. Your failure to maintain satisfactory work performance standards can constitute good cause for disciplinary action, including dismissal. Be advised that the term “work performance” includes all aspects of an employee's work.

Your work performance will be judged by your supervisor's evaluation of the quality and quantity of your work. When, in the opinion of the supervisor, your work performance is below standard, your supervisor is expected to take appropriate disciplinary action.

As an employee, you are expected to maintain standards of conduct suitable and acceptable to the work environment. Disciplinary action, including dismissal, may be imposed for unacceptable conduct.

Before any final disciplinary action is taken, an investigation into the matter will be conducted by your supervisor or other designated official. In the event, your performance or conduct needs to be addressed, the University may employ progressive discipline in the form of either a verbal or written reprimand.

In the event proposed disciplinary action will be taken resulting in your demotion, suspension without pay, or dismissal, you have an opportunity to respond before a final decision is made. This pre-disciplinary hearing only serves as an opportunity to avoid mistaken decisions and is not intended to definitively resolve the propriety of the disciplinary action being considered.

Upon completing the pre-disciplinary hearing procedures and obtaining the approval of the appropriate department head or administrative equivalent, the supervisor may cancel or proceed with the proposed disciplinary action. If the decision is to proceed, the supervisor shall inform the employee in writing of the following action; demotion, suspension, or dismissal.

Your supervisor shall inform you of your right to appeal the disciplinary action and provide you with a copy of the appeal procedure.
Applicability

This procedure does not apply to dismissal of employees under certain classifications.

- who are appointed to positions without fixed term and under applicable rule or regulation serve at the pleasure of the President;
- who occupy positions that are dependent upon funding from a specific source and such funding is not received;
- police
- as a result of reorganization;
- because of financial exigency;
- during the 180-day probationary period;
- who are appointed for a stated period that is less than 180 days; or
- who are appointed at a per diem or hourly rate and work on an as-needed basis.

Contact Human Resources for more information.

Responsible Party

Director, Human Resource Services

Last updated: December 1, 2006