

	Engineering & Facilities Policy	Number 104.00
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DISCIPLINARY ACTION

Disciplinary actions including oral warnings, written warnings, and suspensions without pay from work, are prescribed methods to encourage an employee to correct behavior or activities that violate established work policies and procedures.

Supervisors/Foremen may talk with an employee when the behavior or activities of an employee need correcting. An oral (verbal) conversation with the employee for a non serious matter may take place before a reported oral warning is issued.

A progressive disciplinary policy usually begins with an oral or written reprimand concerning activities in violation of Engineering and Facilities or University policies and procedures for one year from the date signed by the employee and his/her Supervisor/Forman. Serious or Continued violations may result in suspension from work or termination of employment.

Suspension without pay occurs when warnings do not correct employee behavior or activities. Suspensions may result when serious violations of established safety and health practices and/or other unacceptable conduct is observed and reported to the Supervisor/Forman. A suspension remains active in an employee personal work record for a period of two (2) years from the date signed by the employee and Supervisor/Forman.

When, warnings and suspension have failed to invoke a change in the employee's behavior or habits, the last recourse in the disciplinary process is termination of an individuals employment with the Medical University.

Termination is the final step in the disciplinary process. It may result from a single (fist time) serious violation of the Universities established policies and procedures or as the consequence of policy and procedure violation that occurs within two (2) years of the most recent suspension from work.

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Replaced by HR Policy # 45

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Note: This Policy, like all other policies within Engineering and Facilities is not a contract and should not be relied upon as such. Questions concerning Interpretation of this document or suggestions for improvement should be directed to MUSC Facilities and Engineering.

Approved By:	Effective Date:
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