

Old Dominion University
Progressive Disciplinary Guidelines for Classified Employees

A quick reference guide for managers and supervisors prepared by the Department of Human Resources

Prior to the issuance of any formal disciplinary action, management should consult with the Employee Relations Manager or the Human Resources Director.

1. When working with non-probationary classified employees, supervisors must adhere to the procedures specified in the Commonwealth of Virginia's Standards of Conduct Policy 1.60 as revised April 15, 2008. This policy directs a system of increasingly significant measures that are used to provide feedback to employees so they can correct conduct or performance problems. It is most successful when provided in a way that helps employees become fully contributing members of the organization. Progressive discipline also enables agencies to fairly, and with reliable documentation, terminate an employee who is unable or unwilling to improve his/her workplace conduct and/or job performance. Supervisors are expected to document the progressive efforts made to address employee performance and behavior concerns.

2. Corrective action is any intervening informal or formal counseling action taken by management to address employment problems, such as unacceptable performance, behavior or misconduct. Typically counseling is the first level of corrective action. It may be an informal (verbal) or formal (written) communication which conveys that an employee's conduct or performance was improper. This level of corrective action would be appropriate for most first offenses resulting in minimal impact to business operations, to the safety or wellp0being of others, or that involve minor infractions of policies or laws. Supervisors are expected to use the counseling memo template available through Human Resources.
 - a. **Informal (Verbal) Counseling**

Counseling should consist of private discussions between employee and supervisor regarding the desired course of action to improve performance and/or conduct, the expectations for improvement, and what may occur if the performance or conduct is not corrected. The supervisor should explain that documentation of the conversation will be placed in the supervisory file. Supervisors are encouraged to provide a written summary to the employee as well.

 - b.

___ in employees' personnel files, except as necessary to support subsequent formal disciplinary action.

When issuing a counseling memo, the supervisor should meet privately with the employee to discuss the conduct or performance issues and the desired course of action for improvement, including the supervisors' expectations and what may occur if the performance or conduct is not corrected.

3. When the level of an offense warrants formal disciplinary action, a **Written Notice** form may be issued to the employee. This written notice becomes a part of the employee's official personnel file. **Prior to issuing formal disciplinary action (written notice), supervisors must provide written notification of the offense to the employee along with an explanation of the facts that support of the charge, and a reasonable opportunity to respond. The template for this notification and the Written Notice Form will be provided to the supervisor during consultation with Human Resources.**

4. **Prior to issuing a written notice that involves suspension, demotion or termination**

