

COVERAGE	Covers “career status” SHRA employees. A career status employee has at least 12 continuous months of employment in a permanent appointment in a permanent position (24 months for certain law enforcement personnel). Temporary, probationary, and time-limited employees are considered “at-will” and are not subject to this policy’s requirements.
TYPES OF ACTIONS	There are four types of disciplinary action: <ul style="list-style-type: none"> ◆ Written Warning ◆ Suspension without Pay (<i>for up to two work weeks</i>) ◆ Demotion (<i>loss of rank and/or salary</i>) ◆ Dismissal
JUST CAUSE	There are three categories of “just cause” for disciplinary action: <ul style="list-style-type: none"> ◆ Unsatisfactory Job Performance (<i>includes attendance issues</i>) ◆ Grossly Inefficient Job Performance [GIJP] (<i>serious damage to body, property, or finances</i>) ◆ Unacceptable Personal Conduct (<i>behavior a reasonable person would know is inappropriate</i>)
PRE-DISCIPLINARY CONFERENCE (PDC)	Before issuing a suspension, demotion, or dismissal, management must conduct a PDC with the employee. <ul style="list-style-type: none"> ◆ At least 24 hours before the PDC, the employee must receive written notice to attend the PDC. ◆ <i>Attendees:</i> The supervisor or other person chosen by management to conduct the conference; a second management representative at management’s discretion; the employee; and one additional neutral party, if agreed upon by the employee and management. Also, if the person conducting the conference chooses, security may be present. ◆ Decision letters must be provided to the employee no sooner than the beginning of the next business day and no later than the end of the second business day after the PDC.
ACTIVE ACTIONS	Disciplinary actions remain “active” for 18 months from the date of issuance. If another action is issued within that 18 months, then the already existing action will remain active as long as the newer action, provided that the entire active period for the already existing action does not exceed 36 months.
DISCIPLINE FOR CONDUCT OR GIJP	Discipline for unacceptable personal conduct or grossly inefficient job performance is based on the seriousness or persistence of the issue(s). The presence of other active disciplinary actions can be factored into the decision-making on a new action.
DISCIPLINE FOR PERFORMANCE	Performance-based discipline follows a “3-strike” process. You cannot dismiss an SHRA career status employee “one the spot” for poor performance. <ul style="list-style-type: none"> ◆ The first disciplinary action based on performance must be a written warning. ◆ The second action may be a written warning, a suspension, or a demotion. ◆ The third or subsequent action may be a written warning, a suspension, a demotion, or dismissal. <p>Only “active” disciplinary actions are considered toward the “3-strikes” for performance-based discipline. The prior actions may be performance- or conduct-based and do not have to be about the same performance issue as a dismissal or other subsequent disciplinary actions.</p>
GRIEVANCE RIGHTS	Written warnings are not grievable under the University SHRA Employee Grievance Policy. Suspensions, demotions, and dismissals <u>are</u> grievable. Employee must be notified of their grievance rights in the disciplinary letter and receive a copy of the grievance policy with the letter.
INVESTIGATORY STATUS	Management in consultation with Human Resources may place an employee on investigatory status with pay for up to 30 calendar days while conducting a workplace investigation and/or for other safety considerations. The notice of placement must be provided to the employee within two business days.
HR CONSULTATION	Disciplinary actions (and related notices) may only be issued in consultation with Human Resources. Templates for all discipline-related letters are available from UNC-GA HR.