



SHRA DISCIPLINARY ACTION POLICY KEY CHANGES (effective 11/1/2017)

Documented Counseling Session:

- The revised policy expects a documented counseling session to occur prior to issuing a written warning for unsatisfactory job performance, unless UNCG Human Resources allows for an exception due to the nature of the incident(s).

Advance Notice to Attend a Pre-Disciplinary Conference:

- The revised policy sets a minimum 24 hours advance written notice to an employee prior to holding the pre-disciplinary conference. This was undefined in the former policy.

Lifespan of a Disciplinary Action:

- Written warnings, suspensions, and demotions remain active for 18 months, and this active period extends if another disciplinary action is issued in that timeframe. The revised policy also sets the maximum extended period up to an additional 18 months. This means that no individual action will be active longer than a total of 36 months.
- The lifespan of active actions issued prior to November 1, 2017 remain active as provided by the policy in place prior to November 1, 2017.

Allowed Participants in the Pre-Disciplinary Conference:

- The supervisor or higher-level employee in the direct line of supervision will conduct the conference.
- UNCG Human Resources will be present at all conferences.
- The employee may provide for one additional neutral party, if agreed upon by the employee, UNCG Human Resources, and management.
- If the person conducting the conference chooses, UNCG Police may be present.
- No other parties may be present at the PDC.