

UTMB – LOGISTICS ADMINISTRATIVE POLICY HANDBOOK

Section	1	Logistics Administrative Policies	Effective	05/01/2000
Policy	1.10	Disciplinary Process		04/01/2004
			Revised	05/23/2005
				12/01/2007

Audience:

All Logistics classified employees.

Purpose:

To establish a fair, efficient, and equitable disciplinary process which complies with UTMB, UT System, State, and Federal rules and regulations.

Policy:

Logistics employees are expected to be acquainted with their performance standards and with all rules, procedures, and standards of conduct established by UT System, UTMB, Logistics, and their work group/team. Any employee who does not adhere to the established standards, rules, and procedures may be subject to disciplinary action up to and including a decision making day and termination.

Definitions:

Job Abandonment – when an employee does not report to work and does not contact his/her supervisor for three (3) consecutive workdays. Job abandonment also includes leaving the designated worksite without prior supervisory approval.

Misconduct – employee behavior that includes, but is not limited to:

- Repeated tardiness or absence, absence without proper notification, or unavailability for work
- Falsification of time sheets, personnel records, or other institutional records
- Violations of safety rules or accepted safety practices
- Job Abandonment
- Refusal of an employee to follow instructions or to perform designated work that may be required of an employee or refusal to adhere to established rules and regulations
- Violation of policies or rules of Logistics, UTMB, or the UT System

Supervisor – term used by HR to indicate someone with direct reports. In Logistics it means individuals in the following Logistics roles with direct reports and responsibility for participating in the performance and disciplinary processes:

- Director
- Leader
- Manager
- Supervisor

Approved by Leadership: _____

Date: _____

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Procedure:

The responsibility for coaching, issuing verbal or written reminders, decision making days, and terminations is assigned to the supervisor. Progressive steps are outlined in the UTMB Performance Management Matrix.

UTMB Performance Management Matrix - Employee

Supervisory Action	Documentation Required	Time Active	Eligible for Transfer While Active?	Appeal/Grievance Possible?
Routine Performance Coaching	Performance Review or routine coaching worksheet	N/A	N/A	N/A
Coaching Poor Performance	Document for coaching file with memo or email for future follow up	N/A	N/A	N/A
DISCIPLINARY	ACTION	STARTS	HERE	
Verbal Reminder	Summary memo after meeting with action plan if necessary	One year	Yes	Grievance possible
Written Reminder	Written memo with action plan	One year	No	Grievance possible
Decision Making Day	Written memo with action plan by employee	One year	No	Grievance possible
Termination	Intent to terminate letter and termination letter	N/A	N/A	Appeal possible
Suspension (misconduct only)	Intent to suspend letter and suspension letter	One year	No	Appeal Possible

Once a situation has been identified by an employee’s work team or supervisor as a problem or violation of any rule, procedure, or standard, the employee’s supervisor will be responsible for coaching the employee and assisting the employee in developing an action plan to correct the problem. If the problem or issue continues, the disciplinary process will start as outlined in the chart.

If the disciplinary action escalates to a written reminder the supervisor should discuss the content of the written reminder with the HR consultant for Logistics. After agreement is reached the written reminder is delivered by the supervisor. The original signed written reminder should be submitted to the HR Consultant for HR review and submission to HR Records. A copy should be submitted to SAS to be included in the employee’s departmental file.

Note: Termination does not necessarily have to be preceded by other disciplinary action, depending on the severity of the misconduct.

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References:

UTMB Institutional Handbook of Operating Procedures:

HR Policy 3.10.1 Discipline and Dismissal

HR Policy 3.10.2 Appeals

HR Policy 3.10.3 Grievance