

UIC POLICIES AND PROCEDURES

NUMBER
1002

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SUBJECT Disciplinary Suspension	EFFECTIVE 04/01/1997	REVISED 09/01/ 2013
ISSUED BY Assistant Vice President of Human Resources	APPROVED BY Chancellor	

PURPOSE

To identify the process and documentation necessary for a Disciplinary Suspension without pay of support staff employees, as part of the progressive discipline process, and to establish responsibility and authority of supervisory personnel in administering corrective action and progressive discipline to correct and document undesirable behavior.

SOURCES AND BACKGROUND

University of Illinois Policy and Rules for Civil Service Staff
State Universities Civil Service System and Statute and Rules
Collective Bargaining Agreement

APPLICABILITY

All UIC support staff employees

POLICY

The University seeks to establish and maintain standards of employee conduct and management practices which, in the interests of the University and its employees, support and promote effective operations. The University will strive to insure consistent and uniform treatment in disciplinary matters for all employees. Discipline is to be applied consistently, impartially, fairly, and firmly. Decisions on discipline should not be made in an arbitrary or capricious manner, but rather as a result of informed and unbiased investigations.

Disciplinary Suspensions shall be in compliance with Civil Service System Rule 250.110 (d). A Disciplinary Suspension of not more than thirty (30) calendar days may be imposed upon an employee only after the supervisor has discussed the specific reason(s) for the suspension with the employee in a pre-disciplinary action meeting and has consulted with the Human Resources Employee Relations Officer.

PROCEDURES

RESPONSIBILITY

1. Department Supervisor

ACTION

Investigates incident or infraction and obtains written documentation and witness statements regarding the matter. Schedules an investigation meeting with the employee, when applicable, and

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2. Human Resources Employee Relations Officer

advises employee that a union representative may attend, if the employee is in a classification represented by a union. Contacts Human Resources Employee Relations Officer and submits documentation of the investigation.

Reviews documentation and discusses the need for additional investigation, if necessary, to substantiate the need for disciplinary action. Schedules the pre-disciplinary action meeting with the appropriate supervisory/management staff.

3. Department/Unit Head

Provides a letter that directs the employee to attend a scheduled pre-disciplinary action meeting, advises the employee of the right to representation. Issues the letter at least three work days before the date of the meeting so that the employee may prepare for the meeting and secure representation, if desired.

4. Human Resources Employee Relations Officer

Conducts the pre-disciplinary action meeting and consults with the supervisor and recommends the level of discipline, if any, that is justified by the facts of the case presented by the department and the employee's response.

5. Department/Unit Head

Makes a disciplinary decision in a timely manner.

6. Human Resources Employee Relations Officer

Provides the supervisor with an "Information Needed for Disciplinary Action" form to complete.

7. Department/Unit Head

Completes "Information Needed for Disciplinary Action" form, provides other documentation for the disciplinary suspension notice and returns it to Human Resources Employee Relations Officer.

8. Human Resources Employee

Prepares disciplinary suspension notice for

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Relations Officer

9. Department/Unit Head

10. Human Resources Employee
Relations Officer

departmental review and signature.

Secures authorized signatures on copies of the disciplinary suspension notice and issues the original copy of the notice to the employee. Retains one copy for departmental files and hand delivers remaining copies to Human Resources Employee Relations Officer the same day.

Distributes copies to required university officials, e.g., to Human Resources Records Officer for the employee's personnel file and to a union, if applicable.