

UIC POLICIES AND PROCEDURES

NUMBER
1004

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SUBJECT Discharge Proceedings	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 the discharge of support staff employees, to establish responsibility and authority of supervisory personnel in the discharge of support staff employees, and to insure compliance with State Universities Civil Service Statutes and Rules.

SOURCES AND BACKGROUND

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

APPLICABILITY

All UIC support staff employees and supervisors

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.

Discharge proceedings are executed when (1) infractions, previously documented as part of the correction action and progressive discipline process, reoccur, or (2) a serious infraction occurs, regardless of the employee's previous disciplinary history.

PROCEDURES

RESPONSIBILITY

1. Unit Head
2. Human Resources Employee

ACTION

Investigates the incident(s)/infraction(s), contacts a Human Resources Employee Relations Officer, sets out in writing the reasons why discharge proceedings are necessary, and submits written documentation concerning the case.

Reviews the information provided by the

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Relations Officer

department and assists the supervisor or unit head with a follow up investigation if warranted.

Drafts the Intent to Discharge Letter, if warranted, which is placed on the employing department's letterhead and is signed by the employing department's department head or designee. The letter details the charges made against the employee and offers the employee an opportunity to attend a reconciliation meeting or make a written response within a specified timeframe.

3. Department/Unit Head

Signs the Intent to Discharge letter and, on date of letter, serves it in person if the employee is present on the job or sends it to the employee by certified mail. Returns a copy to Human Resources Employee Relations Officer the same day.

4. Human Resources Employee Relations Officer

Sends a copy of the Intent to Discharge letter to the union, if appropriate, and conducts reconciliation meeting.

5. Department/Unit Head

Makes decision whether to proceed with discharge within seven (7) workdays of the reconciliation meeting date.

6. Human Resources Employee Relations Officer

If the decision is to proceed with discharge, prepares the Written Charges for Discharge notice and if warranted, the Suspension Pending Discharge notice.

7. Department/Unit Head

Signs the Written Charges for Discharge notice and the attached Suspension Pending Discharge notice and serves the employee on the same date of the notice, in person, if the employee is present on the job or sends the paperwork to the employee by certified mail.

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8. Human Resources Employee Relations Officer

9. Employee

10. Human Resources Employee Relations Officer

11. Department/Unit Head

Hand delivers copies of the Written Charges for Discharge notice and the attached Suspension Pending Discharge notice to Human Resources Employee Relations Officer the same day.

Distributes copies to required university officials.

Files an appeal, within 15 days, if an appeal is to be made.

Upon receipt of notice from SUCSS that an appeal has not been filed in a timely manner or that the Merit Board has sustained the employee's discharge following an appeal, the Human Resources Employee Relations Officer will notify the department/unit head that the discharge is final.

Submits Pitr to AHR/Records and DART separation to reflect discharge.

Note: Some collective bargaining agreements contain procedures which differ from those described above.