

UIC POLICIES AND PROCEDURES

NUMBER
1203

MANUAL Human Resources	SECTION Separations	PAGE 1 of 2
SUBJECT Suspension Notice Pending Discharge	EFFECTIVE 04/01/1997	REVISED 09/01/ 2013
ISSUED BY Assistant Vice President of Human Resources	APPROVED BY Chancellor	

PURPOSE

To identify the criteria and the process for the suspension without pay of employees pending discharge, to establish responsibility and authority of UIC personnel in the suspension of employees, and to insure compliance with State University Civil Service Statute and Rules.

SOURCES AND BACKGROUND

State Universities Civil Service System Statute and Rules

APPLICABILITY

All UIC staff support employees

POLICY

An employee who has been served with Written Charges for Discharge may be suspended without pay by the University during all or any part of the period that the discharge proceeding is pending and until final disposition thereof, if the University is of the opinion that the employee's presence on the job might constitute a substantial risk of injury to life or property, or might cause a disruptive effect on University operations.

Employees may not be suspended until the Written Charges are issued. Any such suspension without pay shall take effect on the date or on any date thereafter that the University serves Written Notice of Suspension, which may be served with the Written Charges for Discharge, upon the employee.

PROCEDURES

RESPONSIBILITY

1. Department/Unit Head
2. Human Resources Employee Relations Officer
3. Department/Unit Head

ACTION

1. Informs the Human Resources Employee Relations Officer that the employee should be suspended without pay pending discharge.
2. Prepares the appropriate number of Suspension Notice Pending Discharge forms to be distributed with the Written Charges for Discharge, if administered at the same time.
3. Reviews and signs the Suspension Notice and

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4. Department Head

completes the "Proof of Service on Employee" section on the bottom of each form. Issues one completely signed copy of the Suspension Notice to the employee, maintains one completely signed copy for department files, and delivers all remaining copies to the Employee Relations Office for distribution. Sends the copy by certified mail to most recent address of the employee, if the employee is not present on the job.

If employee is issued written charges for discharge without suspension notification, contact Employee Relations with applicable documentation.