

Louisiana State University

Office of Facility Services

Operating Instruction 3802

Revision: 5
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 Page 1 of 4

SUBJECT: PROCEDURES FOR DISCIPLINARY ACTION (UNCLASSIFIED EMPLOYEES)

I. General

- A. Facility Services has standard procedures to follow in carrying out disciplinary actions which coincide with Policy Statement 08 (PS-08)-Employee Discipline Procedures. This policy statement may be viewed at [http://appl003.lsu.edu/ups.nsf/\\$Reference/PS-08](http://appl003.lsu.edu/ups.nsf/$Reference/PS-08)

FACILITY SERVICES			APPOINTING AUTHORITY
Step	Types of Action	Approval Level	Approval Level
1	Coaching Session	Immediate Supervisor	None Required
2	First Decisional Conference	Immediate Supervisor	Assistant Director
3	Second Decisional Conference	Department Head/Director	HRM Employee Relations Manager
4	Final Decisional Conference	Director	APPOINTING AUTHORITY
5	Involuntary Reassignment	Director	APPOINTING AUTHORITY
6	Involuntary Demotion	Director	APPOINTING AUTHORITY
7	Removal or Termination	Director	APPOINTING AUTHORITY

II. Procedures

- A. The following procedures will be followed when a supervisor believes an employee should be considered for disciplinary action. It is the responsibility of the immediate supervisor to initiate disciplinary action and to inform an employee of action when it is taken. Normally, disciplinary issues will be investigated and action, if any, executed or recommended by the department head within seven (7) working days of the occurrence of the problem.

1. Coaching Session

The first response to a performance problem (e.g., unacceptable attendance, unsatisfactory job performance or inappropriate conduct) is a coaching session. The coaching session is an opportunity for the employee to (1) recognize that a problem exists, (2) understand the nature of the problem, (3) acknowledge that he/she needs to correct the problem and (4) realize that consequences exist if he/she does not correct the problem. See PS-08 for guidelines.

2. First Decisional Conference

If the employee's performance/conduct does not improve, the supervisor meets with the employee and reminds him/her of the obligation to correct the problem. The details of the conference are then confirmed in writing to the employee. Employees are provided an opportunity to respond in writing to the LSU Human Resources Management office if they disagree with the facts presented in the written reminder. The response must be received within seven (7) working days of receipt of the reminder.

The response will be reviewed and appropriate action will be taken which may include requesting a response from the department, a modification to the written reminder or attachment of the rebuttal to the written reminder. See PS-08 for guidelines.

3. Second Decisional Conference

If the employee continues to perform below the performance standard, the employee is again counseled by the supervisor. The second conference attempts to achieve the same objective as the first decisional conference, except that the employee is warned that if performance does not improve, more forceful measures will be taken, up to and including termination. A copy of the reminder must be forwarded to the LSU Human Resources Management office.

Employees are provided an opportunity to respond in writing to the LSU Human Resources Management office if they disagree with the facts presented in the written reminder. The response must be received within seven (7) working days of receipt of the reminder.

4. **Final Decisional Conference**

Once an employee has received one or two written reminders (depending on the severity of the violation), the employee has one final opportunity to recommit to the institution. A meeting is held with the employee to discuss the seriousness of the situation. The employee is given an Employee Contract. The Employee Contract must contain:

- A. A brief description of the problem
- B. Clearly defined expectations (a copy of the employee's current job description should be attached.)
- C. A closing statement which includes "your signage acknowledges your commitment to fully acceptable conduct, attendance and performance in every area of your job, whether related to this issue or not, since any future violations could result in disciplinary actions, up to and including termination."

At the end of the meeting, the employee will be asked to take the contract home and report to the immediate supervisor on the next work day, at the beginning of his/her shift with his/her decision to accept the Employee Contract. The employee should know that this is a final warning. The employee needs to take time to consider his/her decision.

When the employee reports to his/her immediate supervisor the next working day, he/she either signs the contract and commits to meeting the University's expectations or accepts the consequences for his/her failure to meet established performance standards. The Employee Contract required Appointing Authority approval.

The Appointing Authority reserves the right to place the employee on a suspension without pay or a reduction in pay in lieu of the Employee Contract if the employee refuses to sign the contract. The employee may also be subject to termination if he/she refuses to sign the contract.

5. **Alternatives to Termination**

There may be circumstances in which termination is not the best solution. Alternatives to termination include the following:

1. Involuntary Reassignment or
2. Involuntary Demotion