

EDINBORO UNIVERSITY OF PENNSYLVANIA

## **DISCIPLINARY PROCEDURES/MANAGEMENT-Policy No. G015**

Recommended for Approval By David M. O'Dessa, Vice President Administration and Institutional Advancement

Approved By Foster F. Diebold, President on January 18, 1994

Review Date: As Required

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### **INTENT**

It is the intent of this policy to identify disciplinary and appeal procedures for management personnel of EUP.

### **POLICY**

Employee disciplinary actions are to be corrective. Where appropriate, they should be progressive in nature and designed to encourage the employee to conform to established standards of performance or conduct. Exceptions occur in those instances where the employee is covered under a specific Administrative Guideline or where the actions of the employee are not conducive to rehabilitation or make continued employment with the State System of Higher Education clearly unacceptable. Discipline of managers will be administered in accordance with SSHE Board of Governors Policy on Management Employee Retreat Rights Policy July 15, 1986.

### **PROCEDURES**

#### 1. Disciplinary Actions:

- a. Investigation. A thorough and objective investigation of facts and circumstances surrounding an incident giving rise to disciplinary action shall be conducted prior to the imposition of discipline. Depending on the seriousness of the offense an employee may be placed on paid or unpaid suspension or leave pending an investigation.
- b. Notice. Prior to the imposition of discipline, an employee shall be advised of the specifics of the alleged offense and given an opportunity to explain his or her actions.

- c. Degree of discipline. The discipline to be imposed should be determined on an individual basis, taking into account such factors as the seriousness of the offense and the record of the employee's service.
- d. Timeliness. Discipline is to be imposed within a reasonable time of the event or causative factors or management's knowledge thereof.

## 2. Appeal Procedures:

- a. In the event of a termination, there is an appeal procedure that may be followed. No right of continuous employment attaches to any management position except as covered by Civil Service, Merit Principle, Hornbeck Rights, Rank Manager Rights, and Senior Policy Executive Management Rights.
- b. Prior to an intended termination of a managerial employee, the President shall formally notify the affected employee of the terminal date of his/her employment and shall state the reason or reasons for termination of the affected employee's employment. The notice shall offer the employee an informal pre-termination hearing and inform the employee of his/her appeal rights. This notice may be transmitted by personal delivery or by means of U.S. Mail.
- c. The President, if requested by the affected employee, shall convene an informal hearing prior to the effective date of an intended termination to give the employee an opportunity to be heard with respect to the reasons for termination. Hearings shall be attended by such persons as the President may designate. The President shall within ten days notify the affected employee in writing whether the termination will stand.
- d. Any managerial employee who has received a termination notice may appeal to the Chancellor if the President reaffirms his/her decision after an informal hearing. This shall be done by filing a written appeal with the Chancellor within twenty calendar days after receipt of the President's final decision in which the employee shall state the grounds of appeal. Failure to file a written appeal within the twenty day period shall act as a bar to any hearing under these rules. All appeals shall be transmitted to the following address:

Office of the Chancellor

State System of Higher Education

P.O. Box 809

301 Market Street

Harrisburg, Pa. 17108

