

Fairleigh Dickinson University Disciplinary Process For Non-Faculty Employees

The University is an at-will employer and either the employee or the University can terminate the employment relationship at any time for any reason. Sometime, prior to terminating an employee coaching/counseling may be an appropriate course of action. In that case the Fairleigh Dickinson University Disciplinary Process must be followed in its entirety as described below, In cases of gross misconduct,* immediate dismissal or suspension pending investigation may be the appropriate course of action. Reminder Local 153 Union Members must be given the option to have a campus union representative present at all coaching/counseling meetings.

Disciplinary Process Steps

1st step. Supervisor meets with employee to clearly define the problem. Gives clear information on the steps the employee must take to correct the problem and meet the standards set by the supervisor. Offers the employee any reasonable help that will correct the problem. Schedule a second meeting date at a time that gives the employee a reasonable time to correct the problem. Complete Employee Guidance Record, request that the employee sign. If the employee refuses to sign, make a note on the bottom of the form and provide the employee, Assoc V.P., and the Assistant Director of Human Resources with a copy .

2nd Step. If by the time the second meeting takes place the problem has been corrected, completes Employee Guidance Record, ask employee to sign. If employee refuses to sign, make a not on the bottom of the form and provide the employee, Assoc. V.P. and Assistant Director of Human Resources with a copy. Nothing further needs to be done.

If the problem continues to exist, repeat 1st Step and inform the employee that he or she will be involuntarily terminated if the problem has not been corrected by the time of your third and final meeting. Schedule a third and final meeting, allowing a reasonable amount of time for the employee to correct the problem. Complete Employee Guidance Record, ask employee to sign. If employee refuses to sign, make a not on the bottom of the form and provide the employee, Assoc. V.P. and the Assistant Director of Human Resources a copy. Prior to 3rd Step, meet with the Assistant Director of Human Resources to review the documentation.

3rd Step. IF the problem has been corrected, follow 1st paragraph of 2nd step. If the problem has not been corrected, inform the employee that his or her employment with Fairleigh Dickinson University will be terminated effective immediately. Refer the individual to the Human Resources Department.

*Gross Misconduct includes but is not limited to fighting, threats of bodily harm, possessing a dangerous weapon, alcohol, or illegal substance on university premises, theft, falsifying, time and other records.

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