

# Progressive Corrective Action Procedures

## Summary

The university's procedures for engaging in progressive corrective action.

## Purpose

To provide guidance to employees on progressive corrective action.

## Procedure

The University shall have the right to use corrective measures or summarily discharge an employee. Each case shall be evaluated on its own circumstances and the supervisor must ascertain that the requirements for fair treatment are satisfied before terminating an employee. [See Progressive Corrective Action Procedures for outline of suggested steps to assure fair treatment].

Following is a list of work related infractions that would precipitate corrective action to include, in excessive or extreme cases, termination. The list is not meant to encompass every situation wherein disciplinary action will be required by supervisors. It is meant only to provide examples and guidelines.

1. Failure to perform assigned duties
2. Failure to maintain acceptable standards of work quality and/or productivity
3. Failure to maintain acceptable, professional standards of conduct
4. Failure to adhere to established safety policies and procedures
5. Rude or discourteous actions toward students, visitors, or other employees
6. Failure to notify supervisor of absence, unauthorized or unjustified absence, excessive tardiness, abuse of sick leave, or excessive absence. Three consecutive days absent without notification will be considered job abandonment.
7. Unauthorized absence from assigned work area, including leaving work early without permission.
8. Presence in an unauthorized area at any time.
9. Failure to conform to an established uniform dress or equipment policy in those departments that require it.
10. Interfering with the work performance of another employee.
11. Actions that attempt to obstruct or disrupt any teaching, research, administrative, or public service activity or any other activity authorized to be discharged or held on property owned or operated by Columbus State University.
12. Misuse of University equipment or property, to include misuse of telephone, fax services, and computer equipment.
13. Willful damage of Columbus State University equipment or property
14. Theft of State property or property belonging to another person
15. Falsification of institutional documents or records, including applications for employment
16. Insubordinate or willfully disobedient acts toward the supervising authority
17. Consumption of, possession of, or being under the influence of alcohol while

working

18. Possession, consumption, or being under the influence of illegal drugs
19. Possession of a weapon on a Columbus State University campus (This includes a licensed weapon whether concealed or in open view. Certified law enforcement officials acting under published police agency policies are the only exceptions.)
20. Sexual harassment in the form of unwelcome sexual advances, requests for favors and other verbal or physical conduct of a sexual nature, as defined in Columbus State University Policy
21. Intentional action which impedes or prohibits fairness or equal opportunity as defined in CSU's Equal Opportunity Policy
22. Acceptance of additional payment in any form from any source for work performed in the employ of Columbus State University for which payment has been or will be made by the payroll
23. Commission of a criminal act on or off property owned or operated by Columbus State University as evidenced by conviction of any felony or conviction of a misdemeanor charge if the misdemeanor is materially related to the employee's job.

## **Related USG Policy**

Human Resources Administrative Practice Manual

## **Last Update**

6/5/18

## **Responsible Authority**

CSU Human Resources