

Progressive Discipline Policy

Purpose

University of West Alabama's (UWA) Progressive Discipline Policy and Procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues.

Outlined below are the steps of UWA's progressive discipline policy and procedures. UWA reserves the right to repeat, combine, or skip steps depending on the facts of each situation and the nature/severity of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, or training; the employee's work record; and the impact the conduct and performance issues have on the organization. Whenever possible, oral and/or written

employment-at-will relationship between UWA and its employees.

Procedure

Step 1: Counseling and verbal warning

Step 1 creates an opportunity for the immediate supervisor to bring attention to the existing work-related issue. The supervisor should discuss with the employee the nature of the problem or the violation of policies and procedures. The supervisor is expected to clearly describe

Step 2: Written warning

The Step 2 written warning involves more formal documentation of the work-related issues and consequences.

During Step 2, the immediate supervisor, after consultation with Human Resources, will meet with t

Step 3: Suspension and /or final written warning

Step 3 involves providing the employee with final written warning, if one has been previously given, or suspending that employee.

Impact of Written or Final Progressive Discipline Warning

Annual Increase/Merit Raise- Employees on a Progressive Discipline Warning or a PIP are not automatically eligible for an annual across