

## SUGGESTED GUIDELINES FOR DISCIPLINARY ACTIONS

A supervisor may impose disciplinary action for numerous reasons. The type of disciplinary action taken by the supervisor usually depends upon the severity of the offense but can also be affected by the circumstances surrounding the offense. It must be noted that some offenses are quite severe on their face, while others would not be considered so severe unless they involved repetition, maliciousness, etc. on the part of the employee. In an effort to assist supervisors in dealing with employee problems as they arise, guidelines have been established to provide supervisors with examples of disciplinary action that may be taken for various types of offenses. The following examples are not intended to limit actionable offenses to those listed nor are they intended to delineate the type of disciplinary action that must be taken in any individual situation. The supervisor must examine each situation as it occurs. Decisions to discharge an employee should be reviewed in advance by the Human Resources Office.

- A. Examples of offenses that may result in immediate discharge:
  - 1. Intoxication or use of illegal drugs on the job
  - 2. Fighting
  - 3. Refusal to work
  - 4. Theft
  - 5. Willful destruction of UNO property
  - 6. Gross insubordination
  - 7. Gross misconduct unbecoming a UNO employee
  - 8. Conviction of a felony charged by a court of proper jurisdiction provided the felony is relevant to the position
  - 9. Falsifying time cards
  - 10. Use of undue influence to gain or attempt to gain promotion, leave, favorable assignment or other individual benefit or advantage
  - 11. Falsification, fraud or omission of information in applying for a position
  - 12. Failure to report to work without notification for a period of three days
  - 13. Failure or inability to complete a required training program that is a part of the job assignment
  - 14. Failure to obtain or maintain a current license or certificate required by law or UNO standards as a condition of employment
  - 15. Releasing confidential or sensitive information that could be damaging or embarrassing to the University
  - 16. Any other act which endangers the safety, health or well-being of another person or which is of sufficient magnitude that the consequences thereof cause or act to cause disruption of work or gross discredit to UNO.
  
- B. Examples of offenses that may result in first a written warning and second in immediate discharge:
  - 1. Gambling
  - 2. Careless, negligent or improper use of UNO property
  - 3. Unauthorized or improper use of any type of leave
  - 4. Failure to report to work without notification for a period of one or two days
  - 5. Sleeping on the job
  - 6. Violation of, or failure to comply with an executive order, published rules and regulations of UNO or the Board of Regents Bylaws.
  
- C. Examples of offenses that may result in first an oral warning, second a written warning, and third in immediate discharge:
  - 1. Unsafe conduct
  - 2. Tardiness
  - 3. Unauthorized absence from the job
  - 4. Failure to maintain satisfactory and harmonious working relationships with the public or other employees
  - 5. Smoking in unauthorized areas
  - 6. Failure to punch time clock

7. Foul and abusive language
8. Inefficiency, incompetence or negligence in the performance of duties.

It is not recommended that supervisors take disciplinary action before they have had an opportunity to investigate the situation. If necessary, supervisors may suspend an employee until the investigation has been completed.

Employees who have been subjected to disciplinary action have the right to appeal the action through the pertinent grievance procedures.