

PROGRESSIVE DISCIPLINE

A. Purpose

In order to provide a fair method of disciplining employees, the University of Texas at Brownsville has established a formal progressive discipline policy and procedure.

B. Discipline - General Guidelines

1. Discipline may be initiated for various reasons, including but not limited to those listed under Section C2 of Section 8.2.11. The severity of the action generally depends on the nature of the offense and an employee's record, and may range from verbal counseling to immediate dismissal.
2. The progressive discipline procedure consists of:
 - a. Verbal counseling
 - b. First written warning
 - c. Final written warning, which may include demotion, suspension without pay, or dismissal.
3. Progressive discipline must be timely and should follow, as closely as possible, the incident requiring the disciplinary action.

C. Progressive Discipline

1. With the exception of offenses requiring more stringent action, employees will normally be counselled once verbally before receiving a written warning.
2. In the event of another performance problem or violation of any University of Texas at Brownsville and Texas Southmost College policy or rule, a written warning should ordinarily be issued.
 - a. The warning should be signed and dated by the employee. If the employee refuses to sign the warning, another supervisor should be immediately brought in and asked to sign and witness that the employee has seen, but refused to sign, the warning.

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- b. The warning should inform the employee of the possible consequences, including final written warning, demotion, suspension without pay or dismissal, should additional violations or performance problems occur.
 - c. A written warning need not pertain to the same or similar offense for which the verbal counseling was given.
 3. If a third offense occurs within 12 months of the previous written warning, a final warning should be issued.
 - a. The warning should be signed and dated by the employee. If the employee refuses to sign the warning, another supervisor should be immediately brought in and asked to sign and witness that the employee has received, but refused to sign the warning.
 - b. The warning should inform the employee that demotion, suspension without pay or dismissal will result if further violations or performance problems occur.
 - c. A final written warning need not pertain to the same or similar offense for which any prior verbal or written warning was issued.
 4. If the employee violates any policy of the University of Texas at Brownsville and Texas Southmost College or fails to improve his/her level of performance, demotion, suspension or dismissal will result.
 5. When it is determined that demotion, suspension without pay or dismissal will be necessary the Pre-Disciplinary Hearings policy will be followed.
- D.** The University of Texas at Brownsville and Texas Southmost College reserves the right to deviate from this policy when it feels circumstances warrant such a deviation.

E. Review

This policy will be reviewed by the Director of Human Resources, by June 15 of each year.