

POLICY & PROCEDURES MANUAL

WAYLAND BAPTIST UNIVERSITY

correct or investigate the issue (e.g., the remainder of a work day, 30 days). A written statement addressing the reason for the suspension, the length of the suspension, and expected behavior upon expiration of the suspension will be provided to the employee. A copy of this statement should be forwarded to the Office of Human Resources for inclusion in the

- Step 4: Recommendation for Termination: Termination is a last resort when performance or conduct problems are not corrected or when an act or performance issue is significant enough to warrant immediate termination.

Performance and Conduct Issues Not Subject to Progressive Discipline – Behavior that is illegal is not subject to progressive discipline and may be reported to local law enforcement. Theft, intoxication at work, substance abuse, public exposure/indecency, fighting and other acts of violence are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation – The employee will be provided copies of all progressive discipline documentation, including all performance improvement p 0 1 727igresis3desesng auld k(r)-3(o)-1a ise. co der igital is