

Authority

- Approved by the President
- Labor Standard Act

## **Chapter 38. Discipline**

### **38.1 Policy**

The OIST Graduate University sets expectations for employees on 1) time and attendance and 2) conduct. Employees are responsible for meeting these expectations, and their failure to do so will result in the University taking disciplinary action, up to and including dismissal.

The University recognizes that the purpose of discipline in most cases is to help employees improve time and attendance problems or other inappropriate behavior and actions. The University ordinarily follows a system of progressive discipline to correct problems. Employees who fail to correct a deficiency after progressive discipline may be dismissed. Certain violations and infractions may be ruled sufficiently serious to suspend the normal progressive disciplinary process. Under these circumstances, any step in the disciplinary procedure may be used, including dismissal.

### **38.3 Rules**

#### **38.3.1 Issuing Disciplinary Action**

When an employee fails to follow University standards, the University will take steps to correct the situation and prevent further occurrences. The appropriate discipline may vary depending on the seriousness of the offense, the circumstances under which it occurred, prior problems, duties of the employee, and overall work record with the University.

Details are described in Article 85 and 86 [Link: ], Rules of Employment and Chapter 11 [Link: ], Rules of Employment for Part-time Employees.

#### **38.3.2 Dismissal after Progressive Discipline**

If a problem occurs and the employee has already received 2 active formal disciplines, the employee may be dismissed.

Formal disciplinary action will cease to be active if no subsequent formal discipline is issued within 12-months of the date of issuance.

#### **38.3.3 Dismissal without Prior Discipline**

An employee may be dismissed without prior discipline and without notice or pay

in lieu of notice, when the reason for discipline is sufficiently serious and no extenuating circumstances exist.

## **38.4 Responsibilities**

### **38.4.1 Supervisors**

Supervisors must consult with the HR Management Section when they identify a discipline problem before taking actions. Normally, when the supervisor first identifies a discipline problem, the supervisor must privately counsel the employee, and outline the steps necessary to correct the problem. The supervisor will advise the employee that any further problem may result in further discipline.

### **38.4.2 HR Management Section**

The HR Management Section is responsible for administering the disciplinary procedures.

## **38.5 Procedures**

## **38.6 Forms**

## **38.7 Contacts**

### **38.7.1 Policy Owner**

Vice President for Gender Equality and Human Resource Development  
(VPGEHR)

### **38.7.2 Other Contacts**

HR Management Section

## **38.8 Definitions**