DISCIPLINE AND DISMISSAL (FOR ADMINISTRATORS, EXEMPT AND NON-EXEMPT STAFF)

The University policy is to provide fairness and consistency in regard to discipline and dismissal of employees. If an employee fails to meet acceptable standards or exceptions in job performance, the immediate supervisor is to clearly and specifically inform the employee of the problem and the corrective measures to be taken.

If adequate performance is still lacking, the supervisor should notify the employee, in writing, of the conditions creating the failure to perform satisfactorily, the corrective measures to be followed, and the possible consequences. The Director of Human Resources is to be provided a copy of the written notice.

After receiving a written warning, the employee may be subject to dismissal if satisfactory performance is not achieved. The supervisor may recommend that an employee be dismissed if problems continue after adequate warning and counseling have been provided. However, suspension and/or dismissal without prior written warning can be recommended.

Any recommendation for dismissal or suspension is to be forwarded to the appropriate Vice President for action. The appropriate Vice President is responsible for recommending suspension or dismissal of an employee to the President for approval. The employee, supervisor, and Director of Human Resources will then be informed of final action. Administrators and Exempt Staff on contract must be provided with a 60-day notice of termination, subject to provisions of the contract. For purposes of the contractual agreement for Administrator/Exempt Staff, "for cause" is defined as: insubordination, misconduct, failure to perform duties in accordance with the instructions of a supervisor, violation of the Missouri Western State University Policy Guide and any provisions thereof or for any other conduct which would not be in the best interests of the University. (July 1996)