



# FLORIDA STATE UNIVERSITY

## 6C2-4.070. Guidelines for Disciplinary Action.

(1) Scope. This rule applies to all University Support Personnel System (USPS) employees of the University with regular ~~permanent~~ status and Administrative and Professional (A&P) employees. The provisions of this rule are subject to applicable provisions of collective bargaining agreements. The disciplining of an employee is considered to be a very serious action that is undertaken with care, objectivity and full consideration for the rights and interest of both the employee and the University. Discipline shall be administered in a judicious manner that assures equitable treatment for all employees included in the University Support Personnel System and A&P Pay Plan.

(2)-(3) No Change

(4) Types of Disciplinary Action. The type of disciplinary action taken will depend upon the gravity of the employee's offense and the type of disciplinary action that has been taken in the past for similar offenses. Except in extraordinary situations, prior to the dismissal or suspension without pay of a regular ~~permanent~~ employee, the University shall give the employee written notice as required in the University's Predetermination Procedures (7/98). The disciplinary proceedings shall proceed as set out in the University's Predetermination Procedures which are hereby adopted by reference. The following types of disciplinary actions may be imposed.

(a)- (d) No Change

(5) - (7) No Change

(8) Appeal and Grievance Rights. USPS employees with regular ~~permanent~~ status and A&P employees may appeal or grieve any disciplinary action taken against them in accordance with this rule, or any applicable collective bargaining agreement. An employee who resigns from employment shall not have any rights of appeal. Both USPS employees and A&P employees may use the USPS and A&P

Complaint Procedure in accordance with the USPS and A&P Complaint Procedure (7/98) and Form (7/98) which is hereby adopted by reference.

(9) USPS and A&P Arbitration Appeal Procedure.

USPS employees who have earned regular ~~permanent~~ status in their current classification and A&P employees shall have the right to appeal to an arbitrator any suspension without pay, dismissal, layoff, demotion, job abandonment, transfer (greater than 50 miles), or reduction in pay, provided that the employee has not signed a statement indicating the action was voluntary. An employee whose position is classified to a lower class shall have the right to appeal only the reduction in pay, if any, which has occurred as a result of the demotion appointment.

(a) - (f) No Change

Specific Authority Florida Board of Governors Regulation Development Procedure for State University Boards of Trustees July 21, 2005 Law Implemented 1001.74(5) FS. History--New 6-16-87, Amended 9-24-98, 6-15-99, 4-16-03,

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