

Disciplinary Matrix

Please refer to ***Disciplinary Considerations and Guidelines*** for further details on important considerations. The final outcome must be determined based on specifics of the case obtained through the *fact finding* process and should consider *escalating and mitigating factors* as described in the Disciplinary Consideration and Guidelines. [Contact your HR Consultant](#) when determining any level of discipline.

Key	Level of Action
Letter for Improvement (LFI)	First Level
Written Warning (W)	Second Level
Suspension (S)	Third Level– <i>Requires a Notice of Contemplated Action prior to final action</i>
Discharge (D)	Final Level – <i>Requires a Notice of Contemplated Action prior to final action</i>

Variation to the recommended violation levels are annotated with a (+) for higher level and (-) for lower level of suggested action in the Violation section.

Descriptions (the list of sample infractions below is non-exhaustive)		Applicable Policy	Violation			
			1 st	2 nd	3 rd	4 th
Attendance	Excessive attendance and/or tardiness issues	UAP 3300	LFI	W	S	D
	Unauthorized leave (<i>See below</i>)	UAP 3420 , 3225	W	S	D	
	Abandoning work (outside of section 2.1) <ul style="list-style-type: none"> Leaving the work premise during work hours without obtaining permission from the supervisor Not returning to work following a break/lunch period Walking out of work without explanation or permission 	UAP 3225	W	S	D	
Behavior	Inappropriate computer use <ul style="list-style-type: none"> Inappropriate access Sharing password Excessive personal use Pornography (+) 	UAP 2500	LFI D(+)	W	S	D
	Inappropriate use of property <ul style="list-style-type: none"> Unauthorized and willful destruction of property 	UAP 7710 , 2110	LFI	W	S	D
	Unprofessionalism <ul style="list-style-type: none"> Insubordination Difficulty getting along with others Abusive/profane language Bullying (+) 	UAP 2240	LFI S(+)	W D(+)	S	D
	Safety violation <ul style="list-style-type: none"> Gross negligence resulting in safety hazards Failure to report workplace hazards 	UAP 6110	W	S	D	
	Equal Opportunity Violation <ul style="list-style-type: none"> Discrimination/Violation of Title VII Sexual Harassment/Violation of Title IX (Refer to Deputy Title IX assessment) 	UAP 2730 , 2720 , 2740	S	D		
	Threats or violent behavior <ul style="list-style-type: none"> Bullying Possession of weapon on campus in violation of policy 	UAP 2210 , 2240	S D(+)	D		

	<ul style="list-style-type: none"> Violent behavior or threat of violence (+) 					
	<p>Dishonesty, Fraud, and Conflicts of Interest</p> <ul style="list-style-type: none"> False application information False request for reimbursement, or falsification of timesheet resulting in an overpayment Willful falsification of documents/reports Conflict of Interest violation (-) Theft (+) P-Card misuse for personal gain(+) Falsification of Criminal Conviction Form related to position (+) <p>*Notify Internal Audit prior to discipline.</p>	UAP 7205	W(-) S D(+)	D		
	<p>Drugs or alcohol</p> <ul style="list-style-type: none"> Impairment or possession of illegal drugs and/or alcohol <p><i>Excludes possession of alcohol in approved University venue.</i></p>	UAP 2140 , 3270	D	D		
	<p>Breach of confidentiality</p> <ul style="list-style-type: none"> HIPAA Violation FERPA Violation Inappropriate use of access to information Sharing confidential information with individuals who do not have a business need to know Accessing/changing personal record for gain+ 	Regents' Policy 3.7 Regents' Policy 4.4 UAP 2520	S D(+)	D		
	<p>Criminal activity on campus</p> <ul style="list-style-type: none"> Clergy Act Violation (does not include failing to report) 	UAP 2745	D			
	Retaliation Resulting in adverse action for protected activities (see bullying for other items)	UAP 2200	D			
Performance	<p>Inappropriate use of work time</p> <ul style="list-style-type: none"> Working unauthorized time Sleeping on the job (+) Excessive personal incidental use 	UAP 3300	LFI W(+)	W S (+)	S D(+)	D
	<p>Inadequate performance</p> <ul style="list-style-type: none"> Not meeting performance goals Lack of customer service Failure to follow directions Failure to meet deadlines Negligence Inefficiency Incompetence/lack of skills necessary to perform the job 	UAP 3215 , 3230	LFI	W	S	D

	<p>Failure to meet conditions of employment</p> <ul style="list-style-type: none"> • Loss of certification, license, or other regulatory requirement • Permanent loss of p-card affecting primary duties • Committing a misdemeanor/felony related to position 	<p>Conditions of Employment per job description</p>	<p>D</p>			
	<p>Failure to report sexual misconduct or gender discrimination in violation of Title IX</p>	<p>UAP 2720, 2740</p>	<p>LFI</p>	<p>W</p>	<p>S</p>	<p>D</p>