

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 |
|---------------------|---|
| Oral Warning (O) | 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 | O | 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 | O D(+) | W | S | D |
| | Inappropriate use of property <ul style="list-style-type: none"> Unauthorized and willful destruction of property | UAP 7710 , 2110 | O | W | S | D |
| | Unprofessionalism <ul style="list-style-type: none"> Insubordination Difficulty getting along with others Abusive/profane language Bullying (+) | UAP 2240 | O 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 (+) | | | | | |
| | Dishonesty, Fraud, and Conflicts of Interest <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 (+) | UAP 7205 | W(-) S D(+) | D | | |
| | Drugs or alcohol <ul style="list-style-type: none"> Impairment or possession of illegal drugs and/or alcohol <i>Excludes possession of alcohol in approved University venue.</i> | UAP 2140 , 3270 | D | D | | |
| | Breach of confidentiality <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 | | |
| | Criminal activity on campus <ul style="list-style-type: none"> Clery 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 | Inappropriate use of work time <ul style="list-style-type: none"> Working unauthorized time Sleeping on the job (+) Excessive personal incidental use | UAP 3300 | O W(+) | W S(+) | S D(+) | D |
| | Inadequate performance <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 | O | W | S | D |
| | Failure to meet conditions of employment <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 | Conditions of Employment per job description | D | | | |
| | Failure to report sexual misconduct or gender discrimination in violation of Title IX | UAP 2720 , 2740 | O | W | S | D |