



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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SUBJECT

DISCIPLINE/DISMISSAL

SUB-TOPIC

POLICIES AND PROCEDURES FOR DISCIPLINE AND DISMISSAL OF EMPLOYEES, CONT.

III. DISCIPLINE AND DISMISSAL POLICY AND PROCEDURES

A. REQUISITE STANDARDS OF CONDUCT

Each employee is expected to acquaint himself/herself with performance criteria for his/her particular job and with all rules, procedures, and standards of conduct established by the Board of Regents of The University of Texas System, the institution and the employee's department or unit. An employee who does not fulfill the responsibilities set out by such performance criteria, rules, procedures and standards of conduct may be subject to adverse personnel action.

B. CONDUCT WHICH IS SUBJECT TO DISCIPLINARY ACTION

1. Work Performance

- a. Failure of an employee to maintain satisfactory work performance standards can constitute good cause for disciplinary action including dismissal. The term "work performance" includes all aspects of an employee's work.
- b. Work Performance is to be judged by the supervisor's evaluation of the quality and quantity of work performed by each employee. When, in the opinion of the supervisor, the work performance of an employee is below standard, the supervisor should take appropriate disciplinary action.

2. Misconduct

- a. All employees are expected to maintain standards of conduct suitable and acceptable to the work environment. Disciplinary action, including dismissal, may be imposed for unacceptable conduct.
- b. Examples of unacceptable conduct include, but are not limited to:
 1. falsification of time sheets, personnel records or other institutional records;
 2. neglect of duties, loafing or wasting time during working hours;
 3. smoking anywhere except in designated smoking areas;
 4. gambling, participating in lotteries or any other games of chance on the premises at any time;