



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
6/1/98**

**REVISION
1**

**PAGE
D8-100.1.0**

SUBJECT

DISCIPLINE/DISMISSAL

SUB-TOPIC

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

3. Post-Hearing Rules and Procedure

- a. The delegate(s) shall deliberate, prepare and forward written findings and recommendations to the vice president or administrative equivalent within ten (10) working days after the close of the hearing.
- b. The vice president or administrative equivalent shall mail his or her decision to the employee within ten (10) working days following the receipt of the findings and recommendations from the delegate(s).
- c. If the vice president or administrative equivalent has heard the appeal, he or she shall mail a written decision to the employee within ten (10) working days after the close of the hearing.