



Corrective Counseling

In general, the university intends to address inappropriate behavior on the part of employees through progressive discipline, up to and including termination of employment, depending on the circumstances of any particular case. The following guidelines describe the steps of corrective counseling.

Informal Counseling - Formal corrective action is usually preceded by an informal counseling session at which specific facts concerning the employee's behavior are discussed. Informal counseling is generally used for less serious behavior.

Step 1: Written Counseling Notice - Generally, a written counseling notice is issued when informal counseling has not corrected the behavior. Depending on the nature of the behavior, a supervisor may issue a written counseling notice for first-time offenses without using informal counseling.

Step 2: Written Warning - Employees whose behavior continues to be a concern within 12 months of Step 1 may be issued a written warning. Written warnings may be issued for first-time offenses deemed serious enough to warrant such action.

Step 3: Termination of Employment - Employees whose behavior continues to be a concern within 12 months of Step 2 (or Step 1 depending on the behavior) may be recommended for termination of employment. Supervisors may recommend termination for first-time offenses deemed serious enough to warrant such action.

JCU reserves the right to take more serious corrective action without going through these steps whenever circumstances warrant. Also, the university reserves the right to suspend an employee, without pay, if their conduct or performance warrants the action. In addition, JCU may suspend an employee, without pay, pending an investigation into potential misconduct.

Behavior Subject to Corrective Counseling

The following behavior will be subject to corrective counseling, up to and including termination from employment:

- a. excessive absenteeism, tardiness, and or failure to clock in or out, including failure to report to work or leaving work early without advance notice or permission
- b. failure to perform job duties or tasks satisfactorily
- c. conduct that results in damage or destruction of university property
- d. in some cases, refusal to work previously scheduled overtime when needed by the university
- e. smoking in an unauthorized area
- f. using profane or obscene language that is offensive to or demeaning of members of the university community, visitors or guests
- g. failure to perform the proper order of a supervisor (i.e., insubordination)
- h. forging, altering or falsifying official university documents, computer system records, employment applications, authorizations, records, or reports, including timecards or timesheets
- i. theft, embezzlement, or dishonesty
- j. violation of the university's conflict of interest policy; or failure to safeguard university property or money by not following appropriate control procedures
- k. indecent or disorderly conduct, inducing immoral behavior, or creating a disturbance

- l. being under the influence of alcohol while on duty; consuming alcohol on campus or at university-sponsored activities or events which could result in jeopardizing the well-being of any member of the community
- m. possession of a weapon on campus or at university-sponsored activities or events, except for approved personnel
- n. violation of student, employee or university confidentiality
- o. violation of university policies concerning discrimination or sexual harassment
- p. any other offenses which reason, morals, or common sense indicates to be wrong and not in the best interests of the university

Information and forms pertaining to corrective counseling are available in the Office of Human Resources.

Revised Date: 03/10/2006