

Disciplinary Issues

And Corrective Actions

Corrective Actions

MTSU Policy 851

Outside of the annual performance evaluation, our practice is to address poor performance through the disciplinary policy.

According to MTSU [851 Disciplinary Policy](#), there is a minimum of four (4) steps in the process:

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1. Verbal Caution:

For a verbal caution, the only required documentation is the ability to provide a date and time of a one-on-one discussion with the employee regarding the specific action.

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1. Verbal Warning:

Like a verbal caution, a verbal warning is another documented meeting addressing the same offense highlighting performance deficiencies and notifying the employee of their progression to the second step of the disciplinary process.

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1. Written Warning:

A written warning must be approved by Human Resources prior to meeting with the employee. The warning includes specific language informing the employee that failure to improve may lead to further disciplinary action, up to and including termination. The document is signed by the employee and retained in the personnel file for 12 months.

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1. Final Written Warning:

A final written warning often includes a detailed performance improvement plan with specific expectations, milestones and timeline requirements. Like the written warning, this document must be approved by Human Resources prior to the meeting. Once signed by the employee, it will be permanently placed in the personnel file.

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Recommendation for Termination

After all steps in the progressive discipline process have been completed, and the employee fails to show improvement, the supervisor may make a recommendation to Human Resources for termination.

A Personnel Event Form (PEF) signed by the supervisor and VP/Provost must accompany a memo outlining justification for termination. The PEF and memo are forwarded to Human Resources. HR will present it to the President for consideration.

If approved by the President HR will draft a letter to be placed on your department letterhead to be presented to the employee by the department head for the termination meeting.

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PROBATION: The only exception to the four-step progressive discipline process is in the instance of a non-performing probationary employee.

- If the probationary employee is not showing signs that they will be able to successfully fulfill the essential functions of the position in which they were hired, the supervisor may ask for a three (3) month probation extension prior to the probationary review.
- If during that extension the employee's work fails to improve, the supervisor may ask for termination.
 - Must be able to document examples of non-performance
 - The same process for termination as the regular process is followed (PEF, memo to HR, President's approval).