

5.k.2 Staff Discipline

Subject	Faculty and Professional Staff	Effective From	Sep - 2011
Policy #	5.k.2	Latest Revision	Dec - 2023
Title of The Policy	Staff Discipline	Next Review	Dec - 2024
Responsible Entity	Staff Disciplinary Standing Committee	Policy Pages	2
Definitions	Discipline means any sanction that may be imposed by the administration against a staff member for misconduct.		
Purpose	The purpose of this policy is to set and maintain standards of conduct within the University, and in doing so, ensure that all staff members are treated fairly and consistently		
Scope	This policy is applied to all administrative staff of the University.		
Statement	<p>An employee who is deemed to be in breach of any of the AAU standards of performance and conduct shall be subject to disciplinary measures. These disciplinary measures may include any of the following:</p> <ul style="list-style-type: none"> • Verbal warning, • Written warning, • A fine, • Disciplinary investigation, • Loss of due increment, • Loss of due promotion, • Dismissal. 		
Procedures	<p>In the case of a verbal warning, the employee's immediate supervisor shall discuss with the employee the problems giving rise to disciplinary measures and would give him/her an opportunity to solve the problem.</p> <p>A written warning may be imposed on the employee after reviewing the circumstances, hearing the employee's defense and consulting with the HR Manager. A record of a written warning shall be given to the employee and a copy shall be placed in the employee's file.</p> <p>In case of a matter/issue that requires an investigation, a written case including a set of all the relevant documents must be forwarded to the staff issues committee.</p> <ul style="list-style-type: none"> • The committee shall record all the findings and the conclusion in a report that must be signed by all members of the committee on each page. • The report should be submitted to the HR Manager who, in turn, takes the necessary action based on the recommendation of the Investigation committee. • Based on the findings, a letter is prepared by the HR Unit mentioning the type of penalty imposed on the employee. This letter must be signed by the employee upon receiving it. • If the employee refused to receive a warning or a penalty letter, it must be sent to his/her official email address and/or two people must testify to the employee refusal of receiving the letter. 		

	<p>During the investigation, the employee may be suspended with or without pay.</p> <p>The period of suspension shall be considered from the date the incident is reported until a decision is rendered on the matter.</p> <p>The results of a disciplinary investigation may include any of the above mentioned measures including termination of employment.</p> <p>All disciplinary decisions other than a verbal notice or warning shall be communicated in writing to the employee and a record shall be placed in the employee file.</p> <p>In the event, executive employees are subject to disciplinary investigation, the matter will be handled through the President's Office.</p>
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