

Supervisor Checklist to be Reviewed Prior to Providing a Documented Reprimand to a USPS Employee

__1. First and foremost, ask yourself, prior to the incident of misconduct, did you make the employee **aware** of the work rules and procedures for the unit (e.g. have you instructed the employee(s) on the appropriate departmental procedures for calling in for an unscheduled absence when they become sick). If you instructed the employee on the appropriate work procedures, please indicate those procedures in the reprimand document.

__2. Have you checked the **employment status** of the employee who has violated a University regulation or policy? That is, is this an OPS, USPS, A&P (non-unit), or faculty employee? If USPS, is the employee currently serving a probationary period or do they hold regular status?

__3. Ask yourself has a **University regulation or policy** been violated? If so, what specific regulation or policy? You can only implement disciplinary procedures against an employee for “cause.” The employee must have violated a specific University regulation or policy, if he or she is to be disciplined. You do not reprimand employees because you believe they have engaged in misconduct. You must be able to provide evidence (specific incidents and/or examples) of misconduct that is in violation of a specific University regulation or policy in order to reprimand an employee.

__4. Have you secured the necessary **evidence** that will be used in supporting your charges against the employee for his/her misconduct (e.g., If there are witnesses to an incident, have you secured their written statements or interviewed them? Will they be willing to support their statement? Have you interviewed the employee alleged of misconduct and received a statement from them if possible.)

__5. Do you have all necessary **written documentation** to support prior progressive disciplinary measures have been taken (e.g., documented oral (within the last year) and written reprimands (within the last two years) on all efforts to address employee’s misconduct? (Note: This cannot include outdated documentation.)

__6. Have **you reviewed** the employee’s act of misconduct with your supervisor, and your dean/director or his/her designee? It is recommended that you also contact Employee Relations to secure clarification of all questions you may have regarding the appropriate disciplinary process associated with OPS, USPS, and A&P (non-unit) including reaching out for guidance and counsel. Faculty concerns are handled by the office of Faculty Excellence who will triage the concern and provide you with the appropriate contact to assist.