

Summary of Agency Disciplinary Action Policy Changes

Type of Policy Change

Summary of Changes

<p>Clarified and streamlined information in policy</p>	<ul style="list-style-type: none"> • Delineated three bases for just cause • Reorganized layout, including moving definitions to back of policy • Clarified that a Documented Counseling Session (DCS) must occur prior to a written warning for UJP, unless approved by agency HR Director or designee • Consolidated disciplinary action prerequisite tables and replaced with single table • Clarified PDC procedures 	<p style="text-align: right;">1, 4, 7, 8-11</p>
<p>Expanded or added references to policy</p>	<ul style="list-style-type: none"> • Expanded policy statement • Added a reference to the Employee Assistance Program (EAP) • Added and consolidated examples of just cause for unsatisfactory job performance • Added work day equivalents to length of time for disciplinary suspension without pay • Expanded explanation of Active Disciplinary Actions 	<p style="text-align: right;">1-2, 2, 3, 6, 8</p>
<p>Removed or deleted policy references</p>	<ul style="list-style-type: none"> • Removed note specifying agencies should follow the policy for non-career state employees • Deleted specific salary administration rules for demotion • Removed agency/university policy responsibilities #4-7 • Removed failure to obtain and maintain credentials section and replaced it with reference to separation policy 	<p style="text-align: right;">2, 6, 13, 14</p>