

MEDICAL COLLEGE OF OHIO

Subject: CORRECTIVE ACTION; NON-BARGAINING UNIT EMPLOYEES

Policy No.: 05-042

Classified Employees

A non-bargaining unit classified employee may be subject to corrective action for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty or any failure of good behavior, or any other acts of misfeasance or nonfeasance in office, use of alcohol or abusive drugs while on duty, or for other just cause.

In cases involving the discipline of an employee, the employer will ordinarily follow the principle of progressive corrective action through a system of oral reprimand, written reprimand, suspension(s), and dismissal. However, it is recognized that a combination of various corrective actions against an employee, or an act of a serious nature may prompt the Employer to consider and bypass one or more of the corrective action steps outlined below.

Corrective action shall be taken with discretion, so as not to cause public embarrassment to the employee.

Employees shall be afforded an opportunity for a hearing during their regularly scheduled working hours, or a mutually agreeable time other than the scheduled working hours before the Human Resources Hearing Officer prior to being dismissed or suspended without pay. Employees required to attend such hearings will be paid for actual hours spent in such hearings. Employees who fail to appear at their scheduled hearing for any reason shall forfeit the right to a hearing provided reasonable notification of the hearing was provided. In such cases, appropriate corrective action may be given to the involved employee without a hearing. Prior to such hearing, the charges shall be reduced in writing with a copy to the employee. Approval, prior to the hearings, from the Administrator of Human Resources or designee, to release an employee(s) from regular duties during working hours to testify must be obtained. In special cases an employee may be suspended without pay pending a hearing by the supervisor or Human Resources Department. In assessing penalties the offense(s) do not have to be of the same type or kind as any previous offense(s).

After twelve (12) months corrective action records, which have resulted in suspension of three (3) days or less, shall be disregarded in subsequent corrective action or in considering the employee for promotion, transfer or voluntary demotion. Upon written request by the employee, these records may be removed from the employee's personnel file after twelve (12) months. All records of corrective action shall be maintained only in the Human Resources Department.

Corrective action records which have resulted in suspensions of more than three (3) days shall be disregarded in subsequent corrective action or in considering the employee for promotion, transfer or voluntary demotion after twenty-four (24) months, provided there have been no subsequent suspensions in the intervening period.

Upon written request by the employee, these records may be removed from the employee's personnel file after twenty-four (24) months, provided there have been no subsequent suspensions in the intervening period.

Unclassified Employees

Exempt unclassified employees occupying positions not in a bargaining unit are considered "at will" employees. As such, they may be subject to progressive discipline at the discretion of the Medical College of Ohio, or be suspended or terminated for cause at its sole discretion.

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