



## Conduct While Employed

### Policy Statement

Refer to Procedures section

### Procedures

Dismissal, demotion, or suspension of employees may be effected by the employee's immediate supervisor when the supervisor determines that the employee's performance of duty or personal conduct is unsatisfactory; however, prior to any disciplinary action that will result in suspension, demotion, or termination of an employee, the Human Resources Office of Faculty and Staff Relations must be consulted.

An employee suspended without pay for disciplinary and/or performance reasons may **not** use accrued leave in order to be paid for such absences.

While not exhaustive, the following are examples of unacceptable actions which may result in an employee receiving disciplinary action such as verbal or written warning, suspension without pay, demotion, or discharge:

- Failure or being unfit to perform assigned duties
- Conviction of a felony or crime involving moral turpitude
- Bringing discredit to the University
- Insubordination
- Negligence
- Falsifying records, reports, or information
- Theft
- Misuse of University property, services, or resources
- Intoxication or drinking on the job
- Failure to report an absence or reason for an absence
- Taking unauthorized leave
- Habitual absence or tardiness
- Discourteous or disruptive behavior
- Unauthorized absence from assigned work area
- Entering an unauthorized area at any time
- Interfering with the work performance of another employee
- Wasting materials
- Willfully damaging equipment or property
- Willfully violating safety regulations
- Gambling
- Sleeping while on duty
- Using or selling illegal drugs on University premises
- Job abandonment

- Willfully violating law or policy prohibiting discrimination on the basis of race, sex, color, religion, national origin, age, disability, sexual orientation, or veteran status
- Committing or threatening to commit physical violence
- Any other misconduct interfering with performance of duties

The employee shall be informed in writing of the reasons for the action taken and granted a reasonable opportunity (not less than five working days) to initiate an appeal as outlined in the University's Grievance Policy and Procedures. Under emergency circumstances when immediate action is necessary, the employee may be forthwith dismissed, demoted or suspended, with or without pay, by the immediate supervisor, pending a review by the next highest authority. Any such employee shall also be entitled to the procedural protections afforded by the Grievance & Disciplinary Review Policy.

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#### Forms/Instructions

Grievance & Disciplinary Review Policy: [legal.uga.edu/grievance\\_and\\_disciplinary\\_review\\_policy](http://legal.uga.edu/grievance_and_disciplinary_review_policy)

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#### Policy definitions

(Move or add to "Involuntary Separation")

Demotion - A demotion is when a staff employee is placed in a different classification having a lower pay range, or an employee's position is reclassified to a classification having a lower pay range. When an employee is placed in a different classification having a lower pay range, the employee's pay may remain unchanged or be reduced at the discretion of the department head. If an employee's position is reclassified to a lower pay range for other than disciplinary reasons, the salary should not be reduced.

Staff employees who are terminated, demoted, or otherwise adversely affected by reorganization, program modification or financial exigency, as approved or determined by the President of an institution or his designee, shall not be governed by the procedures described above. Such employees shall, however, have the right of appeal to the Board of Regents as provided in Article VIII of the Bylaws of the Board of Regents.

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#### Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Human Resources

Policy Owner: [hrweb@uga.edu](mailto:hrweb@uga.edu)

Policy Contact: Sige Burden

Phone Number: 706-542-9231

[← Alcohol & Other drugs](#) | [Dispute Resolution](#) [→](#)

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#### Policy Dates

Date Last Updated: 06/25/2013

Date of Last Review:

Previous Version of Policy: