



# Corrective Action and Involuntary Termination Policy 8.15

## Office of Human Resources

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Applies to: Staff

### POLICY

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Issued: 10/01/1973  
Revised: 04/28/2005  
Edited:  
Reviewed:

Staff may be reprimanded, suspended, demoted, or terminated for violation of University rules, policies, and/or such offenses as incompetence, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, and/or failure of good behavior. It is important for supervisors to manage performance and to take corrective steps when appropriate. Corrective action for staff represented by labor unions must be implemented in accordance with the terms of applicable collective bargaining agreements.

### POLICY GUIDELINES

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#### I. Unclassified Staff

- A. Unclassified staff are employed at will and serve at the discretion of their appointing authority. In case of involuntary termination, demotion, or suspension because of unsatisfactory performance, at least two weeks advance written notice should be given by the unit appointing authority.
- B. The University may, in its discretion, place a staff member on administrative leave with pay. Such leave is to be used in circumstances where the health or safety of any staff member or of any person or property entrusted to the staff member's care could be adversely affected. Compensation for administrative leave will be equal to the staff member's base rate of pay. The length of such leave is solely at the discretion of the University. The Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#), must approve placing a staff member on administrative leave.
- C. Serious infractions may necessitate the termination of a staff member without advance notice. Serious infractions may include violations of University policy and/or the law.
- D. [OHRC](#) should review all notices of involuntary termination prior to issue.
- E. Unclassified staff who are involuntarily terminated may be deemed ineligible for rehire dependent upon the nature of the infraction. This also applies to staff who resign in lieu of involuntary termination. Rehire ineligibility determinations should be made in consultation with [OHRC](#). Staff who are ineligible for rehire should be notified of their rehire ineligibility by their department at the time of termination.

#### II. Classified Civil Service Staff

- A. The University subscribes to the principle of progressive corrective action. Corrective action for minor infractions usually involves counseling, written reprimands, and one or more suspensions before termination.
- B. Administrative officials have authority to counsel and issue written reprimands.
- C. A classified civil service staff member may be suspended, demoted, or terminated only by direct action of the appointing authority. The appointing authority for the classified civil service is the Associate Vice President for Human Resources or a designee when appropriate.
- D. The University may, in its discretion, place a staff member on administrative leave. Such leave is to be used in circumstances where the health or safety of any staff member or of any person or property entrusted to the staff member's care could be adversely affected. Compensation for administrative leave will be equal to the staff member's base rate of pay. The length of such leave is solely at the discretion of the University. The



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Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#), must approve placing a staff member on administrative leave.

- E. In the case of serious infractions, the University may proceed directly to termination.
- F. Classified staff who are involuntarily terminated are ineligible for rehire, and will be so informed by the Office of Human Resources. Staff who resign in lieu of involuntary termination are also ineligible for rehire. Staff who resign in lieu of termination should be notified of their rehire ineligibility by their department at the time of termination.
- G. Probationary classified civil service staff who are involuntarily terminated may be subject to the provisions in paragraph F, depending on the circumstances.

### PROCEDURE

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#### **I. Termination of Unclassified Staff**

Departmental appointing authorities should contact [OHRC](#), prior to issuing an involuntary termination to unclassified staff.

#### **II. Suspension or Termination of Classified Civil Service (CCS) Staff**

- A. Requests for suspension or termination of CCS staff are to be made to [OHRC](#), within a reasonable period of time from the last alleged infraction or notice of the infraction, unless considerable investigation is necessary. Requests should contain the following information:
  - 1. The staff member's name, job title, and work address (or home address if the staff member is not currently working), and the work schedules of the staff member and supervisor.
  - 2. A summary statement of the reasons for requesting corrective action.
  - 3. Specific documentation as evidence to support the request.
- B. Upon receipt of a request for suspension or termination, [OHRC](#) will schedule a pre-corrective action meeting and notify the staff member and the supervisor of the date, time, and location. During the meeting, the supervisor should be prepared to discuss the reasons and the basis for requesting corrective action. The staff member will have an opportunity to explain and present evidence as to why action should not be taken.
- C. After the pre-corrective action meeting, [OHRC](#) will recommend appropriate action and notify the college/department and staff member of the appointing authority decision. The appointing authority will issue decisions within 40 calendar days of the request for corrective action unless considerable investigation is necessary.
- D. CCS staff may appeal the following corrective actions to the [State Personnel Board of Review](#):
  - 1. Terminations except during the initial probationary period and for conviction of a felony.
  - 2. Demotions except during the promotional probationary period.
  - 3. Suspensions greater than three days.



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### II. Return of University Property

Staff must return all university property on or before the last work day, or when commencing administrative leave, at a time determined by management.

## RESOURCES

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### For consultation:

- Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#)  
(614) 292-2800, [ohrc@hr.osu.edu](mailto:ohrc@hr.osu.edu)
- [State Personnel Board of Review](#) 614-466-7046

### For more information:

- Leaving University Employment [hr.osu.edu/events/termemployment.htm](http://hr.osu.edu/events/termemployment.htm)
- University Rules for the Classified Civil Service [hr.osu.edu/ccsrules/ccsrule1](http://hr.osu.edu/ccsrules/ccsrule1)