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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTION** | **INITIATOR** | **PRIOR APPROVAL** | **DOCUMENTATION REQUIRED** | **PRE-DISCIPLINE MEETING** | **MANAGER OR**  **DESIGNEE ATTENDANCE** | **DOCUMENT DISTRIBUTION** | **Maximum NUMBER ALLOWED** | **LENGTH OF TIME ACTIVE** | **RESPONSIBILITY FOR**  **DEACTIVATION** | **ELIGIBLE FOR TRANSFR/ REASSIGNMENT**  **PROMOTION** |
| **INFORMAL DISCUSSIONS** | | | | | | | | | | |
| **POSITIVE**  **CONTACT** | immediate  supervisor | none | informal note (optional) | n/a | n/a | no | unlimited | n/a | n/a | n/a |
| **CONSTRUCTIVE**  **CONTACT** | immediate  supervisor | consult w/HR | informal note after meeting | n/a | n/a | Employee, Unit file, Labor & Employee Relations/Personnel File | unlimited | n/a | n/a | yes |
| **POSITIVE**  **RECOGNITION** | immediate  supervisor | none | letter required | n/a | n/a | Employee, unit file, Personnel File | unlimited | n/a | n/a | n/a |
| **PERFORMANCE**  **IMPROVEMENT DISCUSSION (PID)** | immediate  supervisor | consult w/HR | performance discussion  worksheet and confirming letter | no | no | **Letter only:** employee, union  **Letter with PDW:** employing unit file , Labor & Employee Relations/Personnel File | unlimited | n/a | n/a | yes |
| **FORMAL CORRECTIVE ACTION** | | | | | | | | | | |
| **WORK**  **PERFORMANCE REMINDER (WPR)** | immediate  supervisor | next level of  supervision, HR | performance discussion  worksheet (PDW) with confirming letter | yes | optional | **Letter only:** employee, union,  **Letter with PDW:** employing unit file, Labor and Employee Relations, Personnel File, State University Civil Service System | two | 12 months | immediate  supervisor | No (until length of time active expires) |
| **WRITTEN REMINDER (WR)** | immediate  supervisor | next level of  supervision and HR | performance discussion  worksheet and formal letter to employee | yes | yes | **Letter only:** employee, union  **Letter with PDW:** employing unit file, Labor and Employee Relations, Personnel File, State University Civil Service System | two | 24 months | immediate  supervisor | no (until length of time active expires) |
| **DECISION MAKING LEAVE (DML)** | immediate  supervisor | departmental designee, HR, Legal Counsel | performance discussion  worksheet and  DML letter to employee and notice of suspension with attachments | yes | yes | **Letter and suspension papers only:**  employee, union  **Letter with PDW and suspension papers:** employing unit file, Legal Counsel, Labor and Employee Relations, State Universities Civil Service System, Personnel File | one | 24 months | next level  of supervision | no (until length of time active expires) |
| **DISCHARGE** | | | | | | | | | | |
| **DISCHARGE** | immediate  supervisor | departmental designee, HR, Legal Counsel | performance discussion  worksheet, “intent to file written charges for dis- charge” with attachments, and “written charges to discharge” with attachments | yes | yes | Employee, employing unit file, Legal Counsel, union, Personnel File, Labor and Employee Relations, State Universities Civil Service System | n/a | permanent  (not eligible for rehire) | n/a | n/a |