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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** | immediatesupervisor | none | informal note (optional) | n/a | n/a | no | unlimited | n/a | n/a | n/a |
| **CONSTRUCTIVE****CONTACT** | immediatesupervisor | 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** | immediatesupervisor | none | letter required | n/a | n/a | Employee, unit file, Personnel File | unlimited | n/a | n/a | n/a |
| **PERFORMANCE****IMPROVEMENT DISCUSSION (PID)** | immediatesupervisor | consult w/HR | performance discussionworksheet 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)** | immediatesupervisor | next level ofsupervision, HR | performance discussionworksheet (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 | immediatesupervisor | No (until length of time active expires) |
| **WRITTEN REMINDER (WR)** | immediatesupervisor | next level ofsupervision and HR | performance discussionworksheet 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 | immediatesupervisor | no (until length of time active expires) |
| **DECISION MAKING LEAVE (DML)** | immediatesupervisor | departmental designee, HR, Legal Counsel | performance discussionworksheet andDML 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 levelof supervision | no (until length of time active expires) |
| **DISCHARGE** |
| **DISCHARGE** | immediatesupervisor | departmental designee, HR, Legal Counsel | performance discussionworksheet, “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 |