



AUGUSTA UNIVERSITY

Work Rules with Ranges of Possible Discipline

Progressive discipline is the process we subscribe to at Augusta University and the work rules listed below apply to all employees. An employee's performance or conduct may be unacceptable even though it does not clearly fit under the Code of Conduct (Board of Regents {BOR} Policy Manual section 8.2.20.5) or a Work Rule. Discipline may be imposed for conduct that is unprofessional or inappropriate even though it is not listed in the Code of Conduct or Work Rules after consultation with the Director of Employee Relations. While all employees are of equal value, please understand the ranges of possible discipline for Faculty will vary slightly given they are contracted employees. Therefore the ranges of possible discipline listed under each work rule apply to staff and student employees. For contracted Faculty, while they may be issued conference memorandums, warnings, final warnings, or suspensions, the process for discharging a contracted faculty member during the contract year, must be in accordance with the Board of Regents Policy Manual section [8.3.9 Discipline and Removal of Faculty Members](#). In addition, Deans or Department Chairs may elect to address a disciplinary matter through the non-renewal of a contract, which is not subject to section 8.3.9 of the BOR Policy Manual. At the discretion of management in consultation with Human Resources, any conduct or unprofessional behavior that brings discredit to the organization may result in disciplinary action up to and including discharge.

*Any discipline that calls for discharge (or resignation in lieu of discharge) will require management in consultation with Human Resources to determine the rehire eligibility status per USG policy.

- 1. Failure to perform duties required by the employees' job description or assignments directed by management, including the failure to abide by the particular rules of an employee's place of work.**
1st offense = Warning.
2nd offense = Warning to Suspension.
3rd or greater offense = Warning to Discharge.*
- 2. Failure to maintain work quality and/or productivity.**
1st offense = Warning.
2nd offense = Warning to Suspension.
3rd or greater offense = Warning to Discharge.*
- 3. Failure to adhere to established safety policies and procedures.**
1st offense = Warning.
2nd offense = Warning to Suspension.
3rd or greater offense = Warning to Discharge.*
- 4. Inappropriate behavior or conduct, including threats, intimidation, coercion, the use of profanity and other harassing statements, toward patients or other individuals at AU Health or any individuals at Augusta University.**
1st offense = Warning to Discharge.*
2nd offense or greater offense = Final Warning/Suspension to Discharge.*
- 5. Tardiness, temporary unauthorized absence from the work area, and leaving the work area early.**
1st offense = Warning.
2nd offense = Warning to Suspension.
3rd or greater offense = Warning to Discharge.*

- 6. Presence in an unauthorized area.**
1st offense = Warning.
2nd offense = Warning to Suspension.
3rd or greater offense = Warning to Discharge. *
- 7. Failure to report an injury occurring on premises operated by Augusta University concerning an employee, patient, staff member, student or any other person.**
1st offense = Warning.
2nd offense = Warning to Suspension.
3rd or greater offense = Warning to Discharge.*
- 8. Failure to conform to an established uniform dress policy.**
1st offense = Warning.
2nd offense = Warning to Suspension.
3rd or greater offense = Warning to Discharge.*
- 9. Behavior which interferes with the work performance of other employees and/or disrupts any teaching, research, administrative or other activity of Augusta University.**
1st offense = Warning.
2nd offense = Warning to Suspension.
3rd or greater offense = Warning to Discharge.*
- 10. Failure to adhere to established Information Technology policies and procedures.**
1st offense = Warning.
2nd offense = Warning to Suspension.
3rd or greater offense = Warning to Discharge.*
- 11. Excessive Absenteeism and misuse of sick leave.**
1st offense = Warning to Suspension.
2nd or greater offense = Suspension to Discharge.*
- 12. Unauthorized absence from work for an entire shift or work day.**
Note: If an employee is absent from work for two days without authorization, they are considered to have quit without notice.
1st offense = Suspension to Discharge.*
2nd or greater offense = Discharge.*
- 13. Insubordination or willful disobedience.**
1st offense = Warning to Discharge.
2nd offense = Final Warning/Suspension to Discharge.*
3rd or greater offense = Discharge.*
- 14. Consumption, possession or being under the influence of alcohol or other impairing substance on Augusta University property or during working hours.**
1st offense = Suspension to Discharge.*
2nd or greater offense = Discharge.*
- 15. Unlawful possession of a weapon on Augusta University property. This includes any violation of State of Georgia and/or federal laws that address weapons on campus.**
1st offense = Suspension to Discharge.*
2nd or greater offense = Discharge.*

- 16. Inappropriate treatment or neglect of a patient or anyone else at Augusta University, which did or could have caused harm or distress to that person.**
1st offense = Suspension to Discharge.*
2nd or greater offense = Discharge.*
- 17. Sleeping while on duty.**
1st offense = Warning to Discharge.*
2nd offense = Final Warning/Suspension to Discharge.*
- 18. Threatening, engaging in threatening behavior (physical/verbal), or fighting in the workplace towards a co-worker, supervisor, patient, or any individual within the institution or enterprise.**
1st offense = Suspension to Discharge.*
2nd or greater offense = Discharge.*
- 19. Violation of [Anti-Harassment and Non-Discrimination Policy](#) and/or the [Sexual Misconduct Policy for Students and Employees \(Title IX\)](#).**
1st offense = Final Warning to Discharge.*
2nd or greater offense = Discharge.*
- 20. Exploitation of patients or their families for personal gain or benefit, or for the gain or benefit of others, including but not limited to engaging in financial transactions with patients or their families, accepting payment in any form for services rendered, borrowing or attempting to borrow money, inducing the patient to name a particular beneficiary in the patient's will or insurance policy or engaging in the management of the patient's financial or business affairs.**
1st offense = Suspension to Discharge.*
2nd or greater offense = Discharge.*
- 21. Acceptance of additional compensation in any form for work performed in the scope of employment at Augusta University for which compensation has been or will be made through the payroll.**
1st offense = Suspension to Discharge.*
2nd or greater offense = Discharge.*
- 22. Commission of a criminal act.**
1st offense = Suspension to Discharge.*
2nd or greater offense = Discharge.*
- 23. Unauthorized access to or disclosure of confidential information, proprietary research, intellectual property, or employee, student, or patient data/records/photographs/images.**
1st offense = Warning to Discharge.*
2nd or greater offense = Suspension to Discharge.*
- 24. Drug offenses.**
1st offense = Suspension to Discharge.*
2nd or greater offense = Discharge.*
- 25. Failure to properly dispose of infectious or hazardous waste.**
1st offense = Suspension to Discharge.*
2nd or greater offense = Discharge.*
- 26. Dishonesty.**
1st offense = Final Warning to Discharge.*
2nd or greater offense = Suspension to Discharge.*

27. Refusal to cooperate in Augusta University administrative actions (for instance, refusal to appear as a witness at an official grievance or other hearing, refusal to cooperate in an official investigation or inquiry, and so forth).

1st offense = Suspension to Discharge.*

2nd or greater offense = Discharge.*

28. Illegal use of the computer and/or network that would include, but not be limited to, copyright and software license violation, failure to adhere to all federal and state laws including those prohibiting slander, libel, harassment and obscenity.

1st offense = Suspension to Discharge.*

2nd or greater offense = Discharge.*

29. Private use of state property including computing/IT resources for personal gain or benefit, or for the gain or benefit of others.

1st offense = Suspension to Discharge.*

2nd or greater offense = Discharge.*

30. Theft of and/or willful or intentional disclosure of confidential information, proprietary research, intellectual property, or employee, student, or patient data/records.

1st offense = Discharge.*

31. Willful damage or theft of Augusta University property or property belonging to another person.

1st offense = Discharge.*

32. False statements on institutional documents or records including applications for employment.

1st offense = Discharge.*

33. Misuse of institutional funds/resources, regardless of funding source, violation of Augusta University's procurement card manual procedures or purchasing policies.

The severity of the punishment imposed will depend on the individual circumstances of the violation. The options are Warning to Discharge.* Restitution or reimbursement to AU may also be required.

34. Failure to adhere to established institutional policies and procedures.

1st offense = Warning to Discharge.*

2nd offense = Final Warning/Suspension to Discharge.*

3rd or greater offense = Discharge.*