



SIMON FRASER UNIVERSITY
Policies and Procedures

Date
February 1990

Number
AD 9-19

Revision Date

Revision No.

Discipline and Termination

(Applies to administrative and professional staff only.)

2. General Policy Statement

2.01 The University recognizes it has a responsibility to inform administrative and professional staff of unsatisfactory performance in a timely and open manner and also where appropriate to provide employees an opportunity to correct unsatisfactory performance.

2.02 The efforts made by the University in making the remedial efforts are expected to increase as the length of service with the University increases.

3. Definitions

3.01 Gross Misconduct: action or inaction on the part of the employee such that the employment relationship itself is repudiated or irrevocably damaged. Gross misconduct may include, but is not limited to the following:

- o absence without leave,
- o assault,
- o insubordination,

o 1

3.03 Unsatisfactory Performance: may either be action or inaction on the part of the employee which is a form of misconduct (but not gross misconduct), or be the failure to satisfy job performance requirements, where reasonable remedial efforts may return the employee to satisfactory levels of performance.

3.04 Progressive Discipline: is a process intended to raise the employee's awareness of the problem and the need to change based on an escalation of the consequences for failure to comply.

3.05 Suspension: disciplinary action taking the form of an imposed absence from work, normally without pay.

3.06 Demotion: a transfer to a position in a lower salary grade because the employee does not meet the established job objectives.

3.07 Termination: an involuntary ending of employment which may be imposed for:

- o gross misconduct,
- o unsatisfactory performance,
- o non-culpable circumstance.

7. Notice and Termination Policy/Procedure