1. PURPOSE

1.1. The purpose of this administrative memorandum is to prescribe regulations for developing policies and procedures for discipline and dismissal of regular staff employees.

2. COVERAGE

2.1. These regulations do not apply to individuals serving in the following positions:

a. positions specifically exempted by component university policy;

b. positions in which student status is a prerequisite for employment;

c. positions which are defined as non-regular (temporary or lump sum);

d. positions filled by probationary employees, unless illegal discrimination is alleged as the cause of the disciplinary action and evidence is provided which reasonably supports the allegation; and

e. faculty and

f. independent contractors

3. POLICY

3.1. The University of Houston System encourages fair, efficient, and equitable solutions for problems arising out of the employment relationship and intends to which meet the requirements of state and federal law.

3.2. No policy or procedure shall be used to discriminate against any individual or group because of race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation.

3.3. Each component university will develop policies and procedures for discipline and dismissal. Once completed, each university will submit a copy of its policies
and procedures to the Assistant Vice Chancellor for Human Resources to keep on file.

4. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Human Resources, Finance

Review: Odd Numbered Every five years on or before September

5. APPROVAL

Approved: __________________________

Executive Vice Chancellor for Administration and Finance

_______________________________

Arthur K. Smith

Chancellor

Date: ____________________________

June 1, 2000

6. INDEXING TERMS

___ Discipline
___ Dismissal
___ Reprimand
___ Suspension