

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Human Resources

NUMBER: 02.A.04

AREA: General

SUBJECT: Discipline and Dismissal of Regular Staff Employees

1. PURPOSE

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

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

- 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 which meet the requirements of state and federal law.
- 3.2. The policy of the University of Houston System and its components is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, veteran's status, genetic information, or sex (including pregnancy), except where such a distinction is required by law. Additionally, UH System prohibits discrimination in all aspects of employment and educational programs on the basis of sexual orientation, gender identity, or gender expression. For the UH System's Official Non-Discrimination Statement, see [SAM.01.D.05 – Equal Opportunity and Non-Discrimination Statement](#).

3.3. Each component university will develop policies and procedures for discipline and dismissal.

4. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Human Resources

Review: Every five years on or before September 1

5. APPROVAL

Approved: Jim McShan
Senior Vice Chancellor for Administration and Finance

Paula M. Short on Behalf of Renu Khator
Chancellor

Date: July 6, 2016

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	11/04/1994	Initial version
2	06/01/2000	Applied revised SAM template to meet current documentation standards. Revised entire procedure, removing all information regarding process of discipline and dismissal (Sections 4 through 11). Added Section 2.f to include independent contractors. Changed the responsible party to Associate Vice Chancellor for Human Resources
3	05/01/2013	Applied revised SAM template and added new Revision Log. Added GENDA information on sexual orientation, gender identity and gender expression to Section 3.2. Removed the requirement in Section 3.3 to for the Executive Director of Human Resources to keep a hard copy of component university procedures on file. Changed the responsible party to the Associate Vice Chancellor for Finance. Changed the review period from odd numbered years on or before August 31 st to every five years on or before September 1 st . Added the Executive Vice Chancellor for Administration and Finance to the approval process. Removed Section 6, Indexing Terms

Revision Number	Approval Date	Description of Changes
4	07/06/2016	Updated Section 3.2 with GENDA/Title IX information per the U. S. Department of Education’s Office of Civil Rights requirements. Changed responsible party from Associate Vice Chancellor for Finance to Associate Vice Chancellor for Human Resources. Changed titles as applicable