

Northeastern University

HUMAN RESOURCES

Effective Date: April 2, 2014

Date Revised:

Supersedes:

Related Policies: Code of Ethical Conduct; Professional Standards in Business Conduct; Appropriate Use Policy; Faculty Handbook; Policy on Conflict of Interest and Commitment; Policy on Research Misconduct; Academic Integrity Policy; Equal Opportunity Policy

Responsible Office/Department: Human Resources Management

Keywords: disciplinary action; discipline, warning; termination

Policy on Disciplinary Action

I. Purpose and Scope

The university seeks to maximize and maintain the performance of its employees in order to advance the university's mission. The university expects all employees to conduct themselves according to the highest ethical standards, to comply with legal and regulatory requirements and university policies, and to meet university and department performance standards. The university may implement disciplinary measures in circumstances where an employee fails to meet these expectations. This policy applies to all university employees.

II. Definitions

N/A

III. Policy

The university may, in its sole discretion, take disciplinary action to address unsatisfactory job performance, misconduct, and/or behavior that violates university policies, procedures or applicable law. The university reserves the right to take any disciplinary action it deems necessary under the circumstances, including but not limited to verbal and written warnings, suspensions, and/or separation from the university.

IV. Additional Information

Any employee with questions regarding disciplinary action should consult with Human Resources Management. Supervisors are encouraged to consult with Human Resources Management to discuss potential disciplinary action.

V. Contact Information

HRM Customer Service Center: 250 Columbus Place; 617-373-2230; HRMInfo@neu.edu