



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
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Discipline Policy

Policy:

The purpose of Alcorn State University's discipline policy is to correct or eliminate improper employee behavior. In instances where the employee demonstrates no interest in improving his/her behavior, or if the severity of the offense is significant, the employee may be terminated at will. The existence of a disciplinary action policy does not negate the University's at will policy.

If disciplinary measures are taken, it is essential that:

1. Each problem is thoroughly investigated to determine the facts of the situation;
2. Any action taken must be primarily corrective rather than punitive and must be appropriate for the offense; and
3. The dignity of the employee is to be respected.

Recommendations for termination of employment should be initiated by the supervisor, and require approval of applicable Vice President. Terminations may be approved without any requirement being met in regard to progressive discipline.

Offenses Warranting Disciplinary Action (Up to and including termination)

The following is a listing of offenses which subject an employee to disciplinary action, up to, and including termination. The list that follows is not all inclusive and may be amended by the University at any time.

- a. Fraud in securing employment, including falsifying employment application
- b. Incompetency or poor work performance
- c. Neglect of duty
- d. Insubordination
- e. Dishonesty
- f. Unauthorized possession or consumption of any alcoholic beverage

- g. Unauthorized possession or use of narcotics, barbiturates, hallucinogens, amphetamines, or marijuana on University property
- h. Drunkenness or being under the influence of drugs or alcohol on duty
- i. Use of narcotics or habit forming drugs while on duty
- j. Noncompliance with University safety rules
- k. Unexcused absences of three (3) or more days
- l. Convictions of felony or misdemeanor involving moral turpitude
- m. Gambling of any form on University property
- n. Discourteous treatment of the public or other employees
- o. Willful disobedience
- p. Misuse of state property
- q. Unprofessional conduct
- r. Exhibiting behavior, either during or outside duty hours, which is of such a nature that it causes discredit to the University
- s. Sleeping on duty
- t. Willful property damage
- u. Physical fights, threats or pressure imposed on another employee
- v. Tardiness
- w. Unauthorized possession of firearms or explosive materials on University property
- x. Unauthorized use of University identification cards
- y. Refusal to obey campus police or other proper authority in emergencies
- z. Dishonesty, theft, or commission of any crime on University property
- aa. Removal of University property without proper authorization
- bb. Falsifying time records or any other University records
- cc. Refusal to accept supervisory instructions
- dd. Failure to perform assigned work
- ee. Failure to report to assigned work area at the beginning of the work period and/or leaving work prior to the end of the work period
- ff. Failure of absent employees to notify their supervisor on the first day of absence
- gg. Using University telephones excessively for personal calls or charging personal calls to the University
- hh. Falsification of personal time records, or the time records of another employee
- ii. Unauthorized release of confidential or official information
- jj. Failure to disclose a conflict of interest or failure to eliminate a conflict of interest when so directed
- kk. Impedance of an internal or external investigation
- ll. Inappropriate/Unacceptable use of internet

When dismissal is brought about by a violation of civil law, Alcorn State University may initiate prosecution of employees or former employees.

Employees who are terminated “for cause” are not eligible for rehire.