

STOCKTON UNIVERSITY



PROCEDURE

Disciplinary Guidelines

Procedure Administrator: Associate Vice President for Human Resources
Authority: N.J.S.A. 10:5.1 et. seq., N.J.S.A. 18A:64-8, Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., P.L. 2011, C. 70.
Effective Date: January 5, 2009; May 30, 2009; August 10, 2010; October 13, 2022; September 28, 2023
Index Cross-References: Policies VI-13.2: Employee Disciplinary Guidelines, I-55: Campus Conduct Code Procedure 6220: Disciplinary Matters for Managerial Employees
Procedure File Number: 6140
Approved By: Dr. Joe Bertolino, President

EMPLOYEES

protected class referenced in New Jersey Law Against Discrimination (N.J.S.A.10:5-1, et seq.).

1.3 These guidelines provide supervisors and managers general direction for the consistent and fair administration of discipline. The guidelines are an informational resource, subject to modification where appropriate, i.e., each situation is fact-sensitive, and circumstances may dictate variance from the penalties suggested herein. A supervisor must provide justification for any proposed variance from the disciplinary recommendations in this Procedure and must contact the OHR to discuss prior to imposition.

1.4 To be effective, and to comply with any applicable collective bargaining agreements, disciplinary action should be timely, appropriate, and related directly to the seriousness of the infraction committed. Before imposing discipline, the supervisor/manager should confer with the Office of Human Resources to ensure compliance with all labor agreements applicable to the matter.

1.5 Generally, unless an infraction is of such severity that immediate action is required, the supervisor recommending the disciplinary measure should be familiar with the case and the circumstances related to the employee infraction prior to providing the disciplinary recommendation. In summary, the supervisor should perform a preliminary inquiry into the matter to acquire information and gather documents needed to support the discipline unless the supervisor has direct knowledge or reliable documentation to support a disciplinary recommendation. If appropriate, OHR will assist the supervisor with the inquiry. A consultation with a represented employee being considered for discipline should not occur unless the employee's union representative is present. It is a representative < r o te

list pursuant to N.J.A.C. 4A:4-4.7(a)1 and N.J.A.C. 4A:4-6.1(a)7.The seriousness

supervisor on their first day of work, and if the work hours should subsequently change.

- 3.2 Failure to comply with attendance regulations may, among other things, disrupt work schedules, reduce productivity, require duplication of work, and may result in delay and/or failure to provide necessary emergency and other high-priority services. It also may cause the University to incur overtime and generally creates inefficiency in the unit when employees are not present for their scheduled shift.

3.2.1 UNAUTHORIZED ABSENCE

- 3.2.1.1 Absence from a scheduled work shift or work location without authorization, failing to observe work hours, taking excessive lunch or breaks and/or failing to provide proper notice of intended absence, or documentation regarding an absence due to an illness upon return to work.

PRIOR TO START OF WORK SHIFT

All employees must report anticipated absences or lateness prior to the start of their shift.

1st Offense Written Warning – Official Written

area, whether alone or with others

4.4.2 An unreasonable delay in carrying out a specific legitimate directive.

1st Offense	Official Written Reprimand – 1 day Suspension
2nd Offense	2-5 days – 5-10 days Suspension
3rd Offense	10 days Suspension – Removal

4.5 NEGLECT OF DUTY

Neglect of duty is the failure to perform or complete tasks or assignments normally required by an employee's job. This is not to be confused with the refusal or failure to carry out a specific order, which is insubordination. When neglect of duty creates a potential danger to persons, property, actual personal injury, or property damage, more severe disciplinary action is warranted.

1st Offense	Written Warning – 5 days Suspension
2nd Offense	5 days – 10 days Suspension
3rd Offense	Demotion/Removal

4.6

1st Offense	Official Written Reprimand – Removal
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4.11 DRIVING ON THE JOB WHILE LICENSE IS SUSPENDED

1st Offense	Removal
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4.12 FAILURE TO FOLLOW UNIVERSITY POLICIES AND PROCEDURES AND/OR CIVIL SERVICE COMMISSION RULES AND REGULATIONS

An employee is subject to discipline for failure to follow a particular Civil Service Commission statute, regulation, and/or University Policy or Procedure and there is no specific infraction otherwise covered in these guidelines. Supervisors should coordinate with the OHR to determine the severity of the infraction.

1st Offense	Counseling – Removal
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4.13 CARELESS WASTE OF MATERIALS OR SUPPLIES OR ABUSE OF TOOLS AND EQUIPMENT

Employees will make every effort to be conscientious in their use of University

University-sponsored events where alcoholic beverages are served; in these cases, it is an employee's responsibility to engage in appropriate conduct when consuming alcohol.

An employee becoming legally impaired while performing their work duties for the University is grounds for removal on the first offense.

1st Offense	1 day – 5 days Suspension
2nd Offense	5 days – 10 days Suspension
3rd Offense	10 days Suspension – Removal

1st Offense	Official Written Reprimand (plus fine) – 10 days Suspension plus fine
2nd Offense	10 days Suspension plus fine – Removal

license.

1st

	Date
Procedure Administrator	08/07/2023
Divisional Executive	08/07/2023