Performance Management and Dismissals

Policy Statement
This policy follows the University System of Georgia (USG) Business Procedures Manual except where identified in the section labelled UGA Procedures below. All employees should adhere to the full Business Procedures Manual in addition to the UGA Procedures.

Refer to USG's Policies:
Disruptive Behavior

Dismissal, Demotions, or Suspensions

UGA Procedures:
Dismissal, demotion, or suspension of employees may be effected by the employee's immediate supervisor when the supervisor determines that the employee's performance of duty or personal conduct is unsatisfactory; however, prior to any disciplinary action that will result in suspension, demotion, or termination of an employee, the Human Resources Workforce Engagement team must be consulted.

An employee suspended without pay for disciplinary and/or performance reasons may not use accrued leave in order to be paid for such absences.

While not exhaustive, the following are examples of unacceptable actions which may result in an employee receiving disciplinary action such as verbal or written warning, suspension without pay, demotion, or discharge:

- Failure or being unfit to perform assigned duties
- Conviction of a felony or crime involving moral turpitude
- Bringing discredit to the University
- Insubordination
- Negligence
- Falsifying records, reports, or information
- Theft
- Misuse of University property, services, or resources
- Intoxication or drinking on the job
- Failure to report an absence or reason for an absence
- Taking unauthorized leave
- Habitual absence or tardiness
- Discourteous or disruptive behavior
- Unauthorized absence from assigned work area
- Entering an unauthorized area at any time
- Interfering with the work performance of another employee
- Wasting materials
- Willfully damaging equipment or property
- Willfully violating safety regulations
- Gambling
• Sleeping while on duty
• Using or selling illegal drugs on University premises
• Job abandonment
• Willfully violating law or policy prohibiting discrimination on the basis of race, sex, color, religion, national origin, age, disability, sexual orientation, or veteran status
• Committing or threatening to commit physical violence
• Any other misconduct interfering with performance of duties

The employee shall be informed in writing of the reasons for the action taken and granted a reasonable opportunity (not less than five working days) to initiate an appeal as outlined in the University’s Grievance Policy. Under emergency circumstances when immediate action is necessary, the employee may be forthwith dismissed, demoted or suspended, with or without pay, by the immediate supervisor, pending a review by the next highest authority. Any such employee shall also be entitled to the procedural protections afforded by the Grievance and Disciplinary Review Process, which is administered by the UGA Office of Legal Affairs.

Record Retention

USG Records Retention Schedules - Category Human Resources

Related information

Grievance and Disciplinary Review Policy

UGA’s Performance Management Guide

Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** Associate Vice President for Human Resources

**Policy Owner:** University Human Resources, Workforce Engagement

**Policy Contact:** Senior Director, Workforce Engagement

**Contact Information:** HRWeb@uga.edu or (706) 542-2222

Policy Dates

Effective Date: 6/25/2013

Date Last Updated: 4/18/2023