

**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

- 1.1. 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

- 2.1. These regulations do not apply to individuals serving in the following positions:
- a. positions specifically exempted by 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 and intends to meet the requirements of state and federal law.
- 3.2. No policy or procedure shall be used to discriminate against any individual or group because of race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation.
- 3.3. Each System university will develop policies and procedures for discipline and dismissal. Once completed, each university will submit a copy of its policies and procedures to the Assistant Vice Chancellor for Human Resources to keep on file.

4. REVIEW AND RESPONSIBILITY

Responsible Party: Assistant Vice Chancellor for Human Resources

Review: Odd Numbered Years on or before August 31

5. APPROVAL

Approved: Arthur K. Smith
Chancellor

Date: June 1, 2000

6. INDEXING TERMS

Discipline
Dismissal
Reprimand
Suspension