

EMPLOYMENT: DISMISSAL, DEMOTIONS, OR SUSPENSIONS



CITATION REFERENCE

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RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
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## Policy Statement

Supervisors who are considering a suspension, demotion or dismissal of an employee must contact human resources to ensure that all appropriate laws, regulations and policies are observed.

Dismissal of classified employees may be effected by an employee's immediate supervisor who has been granted the authority to impose action up to and including dismissal when the supervisor determines the employee's performance of duty or personal conduct is unsatisfactory. Classified employees may be terminated for just cause. All supervisors are encouraged to follow a progressive discipline process; however, there are certain offenses that warrant immediate termination. Generally, these offenses should be communicated to employees by their supervisor.

A reorganized, as a disciplinary action or if a classified employee is unable to perform the work satisfactorily.

A suspension may occur as part of a Progressive Disciplinary Process or as part of an investigation.

This policy ensures consistency among institutions of the University System and that appropriate law, regulations, and policies are observed.



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## Responsible Parties and Contact Information

	Maintain and revise termination, demotion, or suspension policy as appropriate.	404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
	Each institution shall establish and maintain an adequate procedure for implementing this policy.	See University System <a href="#">HR Officer Listing</a>

## Appendices Internal Documents, Forms and Web Links

None

## Related Documents and Resources (External)

None