

Dismissal, Demotion and Suspension

Summary

The university's policy on grounds for dismissal, demotion, and suspension. Policy includes supervisor justifications, timeline for initiation, as well as employee rights in the case of a dismissal, demotion, or suspension.

Purpose

To provide guidance to employees on grounds for dismissal, demotion, and suspension.

Policy

Dismissal, demotion or suspension of classified 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.

The employee shall be informed in writing of the reason(s) for the action taken and granted a reasonable opportunity (not less than 5 working days) to respond to the next highest authority prior to the effective date of the action provided, however, that 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 protection of a hearing before an impartial Grievance Panel (see Grievance Procedures).

An employee who has been dismissed or suspended without pay and is later reinstated shall be entitled to recover back pay unless the President or his designee determines otherwise.

Related USG Policy

Human Resources Administrative Practice Manual

Last Update

6/5/18

Responsible Authority

CSU Human Resources