




July 28, 2010

ADMINISTRATIVE PROCEDURE MEMORANDUM NO. 10-10

TO: University Administrators and Chancellors

FROM: M.R.C. Greenwood

for 
President

SUBJECT: REVISED ADMINISTRATIVE PROCEDURE
A9.130 – PROCEDURES FOR TAKING DISCIPLINARY AND
DISCHARGE ACTIONS FOR CIVIL SERVICE AND NON-CIVIL
SERVICE EMPLOYEES

Transmitted herewith is the revised Administrative Procedure A9.130 – Procedures for Taking Disciplinary and Discharge Actions for Civil Service and Non-Civil Service Employees. The purpose of this procedure is to ensure that permanent and temporary civil service and non-civil service members and employees serving an initial probationary appointment who are disciplined or discharged from State service are treated in an orderly and uniform manner. The administrative procedure was updated to identify those individuals responsible for taking disciplinary and discharge actions due to misconduct. It was also revised to provide guidance and establish procedures in accordance with the applicable collective bargaining agreements when disciplining or discharging these types of employees.

Please call the Office of Human Resources at 956-8643 should you have any questions on this procedure.

Attachment