

Corrective Action/Disciplinary Action

Administrative Professional employees who violate the rights of others or University policy may be subject to appropriate corrective action or disciplinary procedures.

Corrective Action

Corrective action may include but is not limited to: informal verbal counseling, a verbal reprimand, training or retraining, a written counseling memo, a performance improvement plan, or a letter of reprimand.

Disciplinary Action (rev. 12-01-08)

Disciplinary action may include all but is not limited to suspension without pay, demotion, disciplinary reassignment, reduction in salary or termination for cause, and will imposed in accordance with the termination for cause procedures, notice, and appeal requirements. The precise course of action taken is at the discretion of the University. For more information contact Human Resource Services at 509-335-4521.

The following is a non-inclusive list of conduct that may lead to corrective/disciplinary action:

1. Discrimination against any person based on race, ethnicity, religion, age, color, creed, gender, national origin, physical, mental or sensory disability, use of a guide dog or service animal, marital status, sexual orientation, or status as a Vietnam-era or disabled veteran which deprives that person of civil rights, employment opportunities, or housing, or which, in any way, impedes, hinders, delays, or restricts the individual's membership or subsequent full participation in any activities of the recognized organizations of the University.
2. Sexual Harassment, Quid pro quo: Any sexual advances by males or females which indicate or imply that compliance is a condition for hiring, job retention, job promotion, grades, pay increases, letters of recommendation or other employment activities.

Procedures for investigating allegations of discrimination and sexual harassment are set forth in the University document, "Policy Prohibiting Discrimination and Sexual Harassment". A link to the policy can be found at [Policy](#)

3. Forgery, alteration, or misuse of University documents or identification.
4. Submitting falsified information to any University official or agency, or the offering of an intentionally false statement in any University disciplinary proceeding.
5. Theft of or intentionally damaging or defacing University property or property belonging to any member of the University community or campus visitor.
6. Illegal use, possession, or purveying of narcotic or dangerous drugs on University property. University policy is consistent with state and federal laws, which regulate the possession, use, sale, and distribution of drugs. A link to the policy can be found at [Policy](#)

7. Illegal possession, use, or sale of intoxicating beverages on University property. A link to the policy can be found at [Policy](#)
8. Unlawful acts that directly affect University programs, community members, or property insofar as they materially and substantially interfere with the missions, functions, processes, and goals of the University community.
9. Illegal entry, attempted entry, or entry in violation of Washington State University rules of University-controlled property, or University-related property, such as fraternities, sororities, or co-op houses.
10. Intentional disruption of the educational processes and functions of the University, including classroom and laboratory activities, offices, services, meetings, or ceremonies.
11. Detention or physical abuse of any person or conduct which threatens imminent bodily harm or endangers the health or safety of any person on any property owned or controlled by the University, or in connection with approved University functions.
12. Conduct seriously prejudicial to the University also including incompetence, neglect of duty, dishonesty, inefficiency, incompetence, insubordination, and any violation of University policies and regulations.