



UNIVERSITY OF GEORGIA

College of Engineering

Work violations and suggested responses

***Remember:** Consideration should always be given to the nature of the incident, the frequency of the violation, and the employee’s overall work record before disciplinary action is taken. Before acting, supervisors should ask themselves if they have researched potential obstacles to employee performance.

Example infraction	Disciplinary options*				
	1st	2nd	3rd	4th	5th
Poor performance of duties, including failure to follow instructions.	C	D	D	F	T
Any activity which violates federal or state standards regulating the provision of professional services or violation of regulations affecting continued licensure, commissioning, or certification in a profession.	D	F	T		
Failure to adhere to University or departmental policies or procedures	C	D	D	F	T
Insubordination, including refusal to follow instructions from supervisors or other proper authorities.	D	D	F	T	
Use of profane, loud, or boisterous language on University premises, or actions which may be discourteous	C	D	D	F	T
Violation of an attendance policy (violations which are unrelated to FMLA)	C	D	D	F	T
Being in an unfit condition to perform the duties of the job, including sleeping on the job or working under, or suspected of working under, the influence of drugs or alcohol.	C	D	D	F	T
Unauthorized or improper use of University property.	D	F	T		
Falsifying records, including but not limited to intentional failure to accurately record time records or registering the time card of another employee without proper authorization.	D	F	T		
Behavior which compromises another's privacy or discloses confidential University information, including medical information	D	F	T		

DISCIPLINARY OPTIONS

C: Coaching and performance accountability plan

F: Final warning

D: Disciplinary letter

T: Termination