

**Discipline/Protection System**  
**Draft Discussion Points for Alternatives to Civil Service**  
**August 29, 2013**

**Discipline/Protection System** - corrective measures taken to address performance and conduct issues and to terminate employment, e.g. disciplinary process, layoff, method of appeal of disciplinary actions, discrimination or employment conditions, informal methods to address workplace difficulties.

The KSU Discipline/Protection System will include:

1. An appeal mechanism for suspensions, decision making leaves, demotions, terminations, complaints over working conditions and performance evaluations.

Departmental recommendations for suspension without pay, demotion and termination will be reviewed and acted upon by Human Resources (HR), including a due process review with the employee. A board of appeals will be developed, comprise of USS and unclassified employees, to hear appeals of disciplinary actions by the Assoc. Vice-President of HR, to make findings, and to make recommendations to university administration for final action. This appellate system will replace the Civil Service Board step.

Complaints over working conditions, including informal mediation will continue through Employee Relations.

For appeals of performance evaluations and decision making leaves, as well as application of performance evaluation rules on timing and utilization, see current policy for the PRC Review.

2. The time frames and method of delivery of suspension without pay, demotions and termination proposals will be as currently required by statute. Including not less than three days nor more than fourteen days from the proposal date to the effective date, unless an extension is granted by the Assoc. Vice-President of HR.
3. Progressive discipline will continue to be followed by KSU as is currently done.
4. Layoffs will be handled by thirty-day advance notice to the affected employee. Current layoff regulations that determine who will be laid off by calculating a layoff score based upon length of service and evaluation rating will be continued. There will be no appeal of a layoff. The University will assist each laid off individual by identifying any vacant positions being filled in jobs in which the laid off employee meets minimum qualifications. The laid off employee will be granted an interview for any position he or she meets minimum qualifications as determined by HR.

A KSU system will NOT include the following features of our existing process:

- Appeal of disciplinary actions to an external, Civil Service Board.
- Approval by the State Division of Personnel Services for layoffs.

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