

STAFF DISCIPLINARY PROCEDURES

PURPOSE:

To provide guidelines for Coordinators for Residence Life and Student Conduct, Graduate Resident Directors, and the Associate Director of Residence Life as they address and resolve disciplinary issues amongst Resident Assistants.

BACKGROUND:

The goal of any disciplinary process is to improve RA performance. As a department we must realize it is easier to develop current RAs rather than to locate and train new ones. This process should be a joint effort between the Associate Director, the Coordinators for Residence Life and Student Conduct, Graduate Resident Directors, and the Resident Assistant. This process should help document progress and establish goals that promote performance improvement. The successive steps of discipline can be used for repeated violations, a specific infraction, or patterns of negative behavior.

CONSIDERATIONS:

On occasion, tardiness, a single incident (such as failing to fulfill a program requirement) or poor interpersonal relationships with residents or other staff members may impact an RA's performance. Corrective actions may range from speaking with the RA to formal disciplinary procedures. In all of these circumstances the following should be considered:

- What are the facts surrounding the episode?
- How serious is the infraction?
- Have there been similar discipline problems in the past by this RA?
- Has the RA been made aware of the consequences of this behavior?
- Does the RA's behavior hamper the community of the hall or campus?
- What has the history of the RA been with the Residences Life Office? Has he/she been an otherwise satisfactory RA, or have there been previous documented problems or infractions of rules?
- Have you allowed the RA to tell his/her account of the infraction?
- Have you thoroughly investigated the issue or infraction?
- Have you obtained enough evidence to prove that the RA displayed the inappropriate behavior or violated the Residence Life's policies or rules?
- Has the investigation been fair and objective?
- Has the investigation been timely?
- Does the discipline under consideration fit the infraction?

PROCEDURE:

Minimum Steps of Disciplinary Counseling (at any point we reserve the right to move to the appropriate step):

1. Initial Discussion/Verbal Warning: This is the first step in addressing RA's performance and policy problems. This is a relaxed open discussion between the GRD/Coordinator and the RA. The goal is to determine the reasons for the infraction(s) in an attempt to improve behavior. This is documented and kept in the GRD/Coordinator's file for future reference.
2. First Written Warning: The RA will meet with the GRD/Coordinator and the Associate Director of Residence Life to discuss the infraction. While the focus should remain on improving performance, the GRD/Coordinator and the Associate Director of Residence Life should be specific about the infraction, its severity, and the likely outcome should a change in behavior not occur during the specified time frame. At this stage a formal warning should be documented with a copy to be placed in the RA's Personnel File.
3. Probation: This is a continuation of the previous stage and should be handled in a similar format. However, it should indicate to the employee that no further warnings will be given and the next violation will result in termination. At this time the RA will be asked to sign a probation letter outlining outcomes of the meeting and the result if those behavior changes are not modified. This warning should once again be placed in the Personnel File.
4. Termination: If satisfactory improvements have not been made or an additional violation occurs, the Resident Assistant's contract will be terminated. When a Resident Assistant is terminated they will need to move from their RA room to another space on campus, along with their roommates to accommodate a replacement RA.