

Guidelines for Corrective Actions Related to Compensation Practices*

A. Administrative errors or inadequate administration of policies or procedures.

Examples may include a lack of understanding or misinterpretations of University policies or procedures. Actions of this nature would most likely not have occurred if adequate management systems and oversight, communication, or training had existed.

In such situations, corrective actions include a written corrective action plan, mandatory training, and/or in cases where the responsible administrator remains employed, inclusion in the individual's performance evaluation.

B. Exercised "significant, poor judgment" in making a decisions where the decision maker should have known that the action violated University policies or procedures, or the law, or resulted in jeopardizing or a loss of University resources; or failing to engage in appropriate consultation or approval before making such a decision.

In such situations, corrective actions include inclusion in the individual's performance evaluation and consideration in determining the individual's salary program, including loss of or reduction in a merit or equity increase for a period of one year, depending on the severity of the infraction.

C. Intentional actions or gross negligence. This may include a conscious disregard for University policies or procedures, or the law, including circumstances in which: 1) the decision-maker knew that the action violated University policy or procedures, or the law; or 2) the decision-maker acted in reckless disregard of University policy or procedures, or the law; or 3) the decision-maker took the action where no policy existed without consultation in cases where consultation should have occurred.

In such situations, corrective actions include inclusion in the individual's performance evaluation, and no increase in compensation for a period of one year, and consideration of potential demotion or termination of the individual's employment, depending on the severity of the infraction.

** This document provides guidance only. Nothing in this document is intended to alter the at-will status of members of the Senior Management Group or other at will employees of the University. Employees who serve at-will may be terminated by The University at any time with or without cause.*