

## **SECTION 806.00**

### **Employee & Employer Relations**

The working environment is extremely important to each of us and should be a very positive factor in that we spend the majority of our adult life in career pursuits. To this end, the University makes every effort to enhance the working conditions and expects employees to accept a similar responsibility.

Occasionally, it becomes necessary to correct employee work habits or for the employee to call attention to inequities or other work-related problems he or she encounters. While these actions are normally attempted and accomplished in an informal, personal setting, it sometimes becomes necessary to pursue more formal avenues of corrective action and/or recourse.

Such actions should not be taken lightly or initiated indiscriminately by the employee or employer if we are to achieve a positive employee/employer relationship. Please contact Human Resources and Employee Development for assistance before undertaking corrective action.

- Employee Counseling
- Reprimands
- Suspension

- Termination of Employment
- Employee Grievances/Conflict Resolution
- Time Requirements - Grievance Process
- Separation/Termination of Job
- Resignation
- Retirement
- Layoff
- Dismissal
- Out processing
- Exit Interviews
- Separation Notice