



BIU DISCIPLINARY PROCEDURES POLICY

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1. Discipline

- 1.1 All staff members are subject to the disciplinary provisions of the University, as determined in the Statute of the University.
- 1.2 Staff members shall at all times conduct themselves in a manner befitting the service of the University. Any harmful or scandalous activity considered constituting serious misconduct in the eyes of the University, appropriate action shall be taken by the Vice Chancellor or Chancellor or Board to remedy the situation.

1.3 *Expulsion and discharge*

- 13.1 A staff member may be expelled or discharged by the Board on grounds of serious misconduct or incompetence.

1.4 Notice of Termination of Employment

- 1.4.1 A staff member's service may be terminated by giving at least one calendar month's notice in writing by the University or by the staff member, the notice taking effect (except in the case of non-teaching staff) at the end of the University Semester. However subject to mutual agreement the requirements for the notice to take effect at the end of a Semester may be waived.

1.5 *Disciplinary Procedure*

- 1.5.1 Staff shall seek an informal resolution to any grievance concerns or complaints they may have. However, if the staff member wishes to raise a formal grievance in relation to their employment they may do so in writing.
- 1.5.2 A staff member who raises a grievance that is not upheld and is found to be vexatious or malicious may face disciplinary action.
- 1.5.3 In the event of formal disciplinary action being considered necessary, the normal sequence of events will be:
- a) A formal verbal warning will be given. A record of this warning will be placed on the staff member's personal file and removed if no further disciplinary action occurs within the succeeding 6 months.
 - b) A written warning. A copy of this warning will be placed on the staff member's personal file. The warning will be removed from the staff's personal file if no further disciplinary action occurs within the succeeding 12 months.
 - c) A final written warning which will warn that dismissal, transfer or demotion may take place if there is no improvement in performance/conduct. A copy of this warning will be placed on the staff's personal file. The warning will be removed from



the staff's personal file if no further disciplinary action occurs within the succeeding 2 years

d) For further indiscipline the staff may be demoted or dismissed with the appropriate period of notice.

1.5.4 In the case of serious misconduct, it may not be practicable to follow this sequence of events and the University reserves the right to suspend the staff member on full pay whilst investigating the matter and, subsequently, to dismiss the Member with or without notice. Any such suspension shall be notified to the staff member in writing.

1.5.5 The staff member shall be entitled to appeal against any formal disciplinary action taken, including dismissal. In every case where formal disciplinary action is taken, the person taking the action shall furnish a copy of the appeals procedure document to the staff member concerned at the time of notification of the disciplinary action.

1.6 *Summary Dismissal*

1.6.1 The University reserves the right, in the event of any serious misconduct or breach of duties and obligations on the part of a staff member, to terminate his/her employment without notice or payment in lieu of notice. A staff member so dismissed will receive holiday pay.