PROCEDURE FLOWCHART
DISCIPLINARY FOR STAFF LEVEL 1-3

Informal Action
May be appropriate
Not a pre-requisite for formal action

Formal Action:
Initiator normally the next level manager.
Investigator appointed and member of staff informed
Suspension may be appropriate as a precautionary measure pending investigation or hearing

Investigation
Findings reported to Initiator

Preliminary determination by Initiator

No action or refer for action under another procedure
OR

Procedure for dealing with less serious matters (disciplinary warnings)
OR

Procedure for dealing with more serious matters and gross misconduct

MoS notified of disciplinary hearing and right to be accompanied

Disciplinary hearing
Heard by Initiator.

If allegation(s) upheld, outcomes may include First-Level or Second-Level Warning

Decision and MoS notified of outcome and right to appeal
Appeal heard by a more senior manager

Initiator sends report to Head of School or Prof. Svc or nominated representative for decision how to proceed

Disciplinary hearing
Dismiss matter or recommend informal resolution
Refer to Procedure for dealing with less serious matters

MoS notified
MoS notified

Proceed to Disciplinary Panel hearing

MoS notified of Disciplinary hearing and right to be accompanied

Decision and MoS notified of outcome and right to appeal

Disciplinary hearing
If allegation(s) upheld, outcomes may include dismissal or action short of dismissal

Appeal heard by a panel

Note: This diagram represents an overview of the procedure. Please refer to the Procedure itself for the full procedure and to Human Resources or the HR website for further guidance.