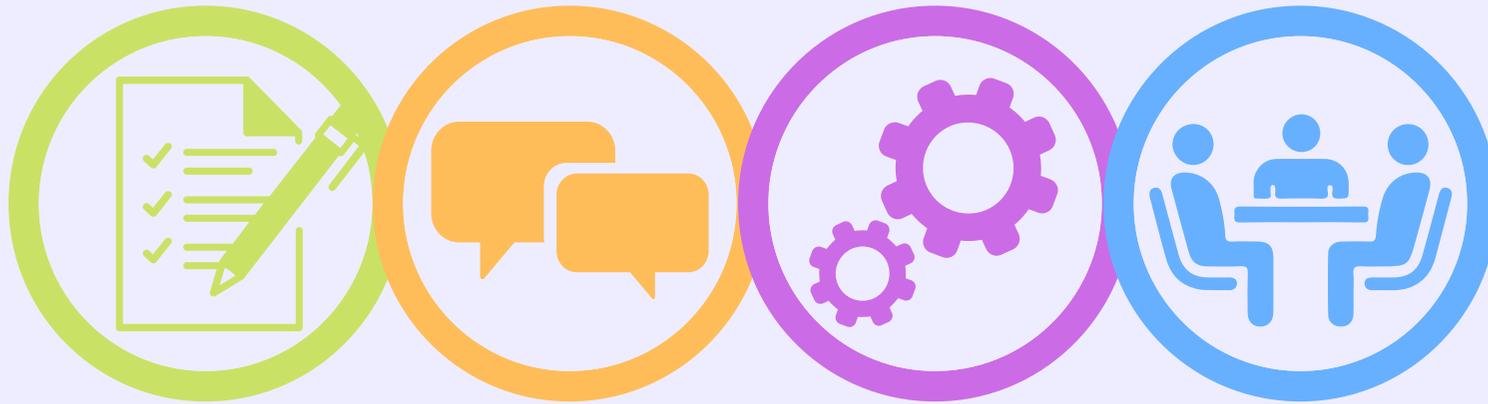


Managing Expectations

Establishing agreed-upon, measurable expectations allows for clear communication and objective evaluation of employee performance.



Upon Hire

Job descriptions and **letters of expectations** clarify roles and duties for new employees.

Ongoing Feedback

Supervisors should **communicate** with employees regularly and **meet** 1:1 at least once per month.

Making Adjustments

Training & resources should be provided when needed. **Resolve conflicts** early when possible.

Intervention

If there is a pattern of **unsatisfactory** performance or conduct, act to **correct behavior**.

Corrective Action

When an intervention has not effectively corrected a pattern of unsatisfactory behavior, additional corrective steps may be required



Written Warning

Inform employees of the specific **nature of misconduct** and **probable consequences** if misconduct continues



Written Censure

Formal written **institutional rebuke** containing a description of **censured conduct**



Suspension Without Pay

Temporary loss of appointment **responsibilities, pay,** and **employee privileges**



Demotion

Compulsory reduction to a **lower rank** or step, with corresponding **reduction in salary**

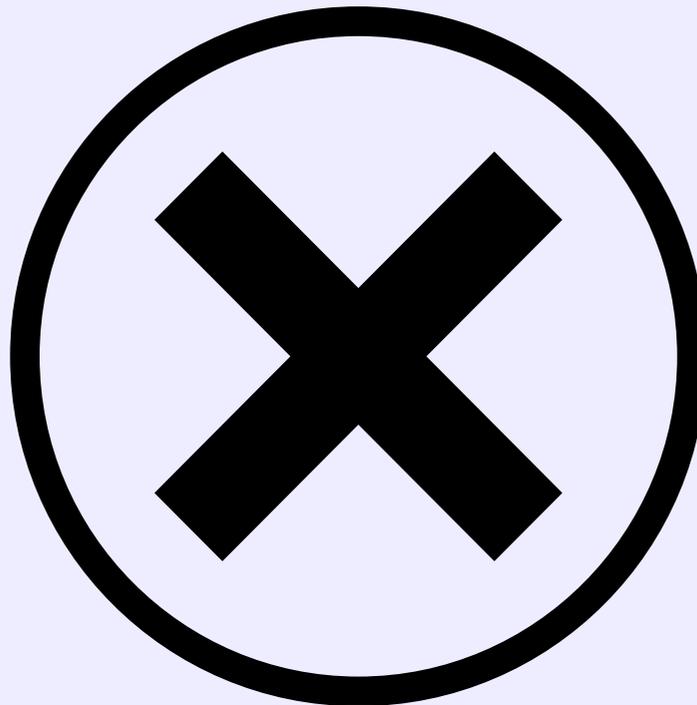
Dismissal

When corrective action fails to improve unsatisfactory work performance, or in cases of misconduct or violation of University policy, dismissal may be necessary



Notice of Intent

Provides an employee due process, informing them of **intended action**, the basis of **charges**, and appointee's **rights**.



Dismissal

The **termination** of an appointment for **good cause** initiated by the University prior to the appointment end date.



Notice of Action

Informs appointee of the **action** taking place, including the **effective date** and the right to **grieve** the action.