
CONDUCT AND DISCIPLINE

STANDARDS OF PERFORMANCE AND CONDUCT

Excluding directors, executive officers and faculty, Southwestern Oklahoma State University is an "at-will" employer. The contents included in this Handbook in no way modify or amend the right of SWOSU as an at-will employer in originating or terminating employment of personnel. At-will employment is for no specified term and is terminable at the will of either the employee or the employer. Only the President of SWOSU may alter an individual's employment at-will status and he/she will only do so in writing. No other process, expressed or implied, will negate the right of SWOSU to terminate employment at any time, without notice and without cause.

Disciplinary action is considered a dimension of performance evaluation. It is a corrective process to help employees overcome work-related shortcomings, enhance work performance and achieve success. When performance shortcomings occur, they should be handled in a manner that jointly supports the concept of positive discipline and minimizes the interruption of SWOSU services. Employee discipline may be needed and, as a corrective procedure, is an integral part of SWOSU employee policy.

The refusal to perform an illegal act shall not be regarded as insubordination. Any employee directed to perform an illegal act should report such information to the Office of Human Resources or one of the executive officers.

When discipline is necessary, steps may include but not be limited to verbal warning, written warning, suspension and/or termination. The guidelines are not expected to be rigidly applied, but may be suitable for many disciplinary situations. Depending upon circumstances in individual cases, repeating a step, deleting a step(s), or moving to immediate termination may be appropriate. Directors and supervisors may send an employee home with pay pending a review from the Office of Human Resources. Additionally, the listing does not prohibit SWOSU from pursuing other corrective discipline deemed appropriate.