



**SNU Policy: Progressive Disciplinary Policy**

**SNU Policy ID: Employment Practices B-07**

**Policy Reviewed by: Director of Human Resources**

**Approval Authority: Vice President for Business and Finance**

**Approval Date: July 28, 2025**

**Next Review Date: July 28, 2030**

### **Purpose**

The purpose of this Progressive Disciplinary Policy is to uphold the standards of conduct, values, and expectations outlined in the Southern Nazarene University *Faith and Life Covenant*. This policy provides a structured approach to address employee behavior that is inconsistent with our mission to foster a Christ-centered academic and spiritual community. The goal of discipline is not punitive, but redemptive focusing on growth, accountability, and restoration where possible.

### **Scope**

This policy applies to all employees of Southern Nazarene University, including faculty, staff, and administrators, who are expected to conduct themselves in accordance with the Articles of Faith, the Covenant of Christian Character, and the Covenant of Christian Conduct of the Church of the Nazarene.

### **Guiding Principles**

- Disciplinary action will be handled with grace, dignity, confidentiality, and fairness.
- Restoration and spiritual reconciliation are key goals of the process.
- Actions will be evaluated in light of biblical principles and the values of our covenant community.
- The severity and context of the violation may affect the disciplinary steps applied.

### **General Standards of Conduct**

Violations that may result in disciplinary action include, but are not limited to:

- Misuse of university resources (e.g., email, facilities, finances).
- Inappropriate communication or unwholesome language.
- Breach of confidentiality or dishonesty.
- Moral or ethical misconduct, including behavior contrary to biblical principles of sexuality, integrity, or mutual respect.
- Failure to adhere to university policies or directives from leadership.

### **Progressive Disciplinary Options Recommended**

#### **1. Informal Counseling / Verbal Warning**

- The supervisor or administrator meets privately with the employee to address concerns.



- Expectations for improvement and a review of relevant covenant principles are discussed.
  - A record of the conversation may be noted but not placed in the official personnel file unless further issues arise.
2. **Written Warning**
- A formal written notice is issued describing the nature of the violation, references to relevant sections of the *Faith and Life Covenant*, and expectations for immediate correction.
  - The letter is signed by the employee and placed in the personnel file.
  - Employees may be required to participate in coaching, mentoring, or counseling as appropriate.
3. **Final Written Warning / Probation**
- If the behavior persists or is more serious in nature, a final written warning is issued.
  - The employee may be placed on a formal probationary period with specific performance and behavioral expectations.
  - A written plan for correction and accountability will be developed in collaboration with the employee.
4. **Suspension (With or Without Pay)**
- In cases of continued non-compliance or serious misconduct, the employee may be suspended pending investigation or as a final opportunity for reflection and correction.
  - Conditions for return to work must be clearly defined.
5. **Termination of Employment**
- If all prior steps fail to result in satisfactory improvement, or if the initial violation is of such severity that it undermines the mission and witness of the university, termination may occur. Prior approval must be obtained from the President in the case of termination.

Ideally, a supervisor would follow these options in the order listed above. The university Executive Administration reserves the right to bypass any of these options in this process when warranted.

### **Commitment to Redemption and Grace**

Consistent with our calling as a community, we believe in the possibility of personal growth, forgiveness, and reconciliation. Employees who demonstrate genuine repentance and a willingness to change may be offered spiritual support, counseling, or mentorship, in addition to disciplinary action.