

## Positive Direction Procedure Matrix

<b>ACTION</b> <hr style="width: 50px; margin: 0 auto;"/> <b>Issue</b>	<b>Initiator</b>	<b>Concurrence</b>	<b>Documentation</b>	<b>Employee Signature Required?</b>	<b>Distribution</b>
<b>Positive Contact</b>	Supervisor	None	None	No	N/A
<b>Oral Reminder</b>	Supervisor	None	Memo (recommended)	Yes, on the memo	If memo is used: <ul style="list-style-type: none"> <li>• <b>Original to HRM</b></li> <li>• Copies to: Supervisor Employee</li> <li>• Departmental File</li> </ul>
<b>Written Reminder</b>	Contact HRM Generalist	None	Memo	Yes, on the memo	Memo: <ul style="list-style-type: none"> <li>• <b>Original to HRM</b></li> <li>• Copies to: Supervisor Employee</li> <li>• Departmental File</li> </ul>
<b>Suspension</b>	Contact HRM Generalist	<u>Chain of Command</u>	Memo	Yes, on the memo	<ul style="list-style-type: none"> <li>• <b>Original to HRM</b></li> <li>• Copies to: Supervisor Employee</li> <li>• Departmental File</li> </ul>
<b>Involuntary Separation</b>	Contact HRM Generalist	<u>Chain of Command</u> 1. Director, HRM 2. General Counsel 3. Vice President/ Athletic Director	Contact HRM Generalist	No	Letter to employee Employment Action Form (EAF), with copy of separation letter attached, sent to HRM

Update: August 15, 2022