

Complaint received about a non-union employee not wearing a mask

Step One:

Supervisor has informal conversation with employee (with email follow up):

- educate about importance of face masks
- explain that it is University protocol
- provide info about availability of ADA process for accommodation

HR does not need to be involved, unless preferred by supervisor.

Step Two, if Continued Non-Compliance:

Formal verbal warning/reprimand (with email follow up)  
(cc: HR for employee file):

- reiterate items from step one
- mention previous informal conversation
- inform that this is a formal verbal warning/reprimand and a record of it will go in their employee file
- if continue to disregard, will have no choice but to take further disciplinary action
- provide info about availability of ADA process for accommodation

HR should be involved prior to the start of this conversation

Step Three, if Continued Non-Compliance:

Written warning/reprimand (with email follow up)  
(cc: HR for employee file):

- reiterate items from prior steps
- mention prior interactions on this issue
- inform that this is a formal written reprimand and a record of it will go in their employee file
- if continue to disregard, will not be permitted on campus so long as face coverings are required on campus
- may include being placed on leave without pay
- provide info about availability of ADA process for accommodation

HR should be involved prior to the start of this conversation

If Step One conversation indicates no intent to comply, may skip Step Two and move directly to Step Three.