

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Human Resources**

**NUMBER: 02.A.04**

**AREA: General**

**SUBJECT: Discipline and Dismissal of Regular Staff Employees**

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1. PURPOSE

The purpose of this administrative memorandum is to prescribe regulations for developing policies and procedures for discipline and dismissal of regular staff employees.

2. COVERAGE

These regulations do not apply to individuals serving in the following:

- a. positions specifically exempted by System University policy;
- b. positions in which student status is a prerequisite for employment;
- c. positions which are defined as non-regular (temporary or lump sum);
- d. positions filled by probationary employees, unless illegal discrimination is alleged as the cause of the disciplinary action and evidence is provided which reasonably supports the allegation; and
- e. faculty; and
- f. independent contractors.

3. POLICY

- 3.1. The University of Houston System encourages fair, efficient, and equitable solutions for problems arising out of the employment relationship which meet the requirements of state and federal law.
- 3.2. The policy of the University of Houston System and its Universities is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, ethnicity, military status, genetic information, or sex (including gender and pregnancy), except where such a distinction is required by law. Additionally, UH System prohibits discrimination in all aspects of employment and educational programs on the basis of sexual orientation, gender identity, or gender expression. For the UH System's Official Non-Discrimination

