



PROCEDURE STATEMENT

This procedure delineates the delegation of authority to approve dismissals, and describes procedures unique to the Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) in the administration of the discipline and dismissal policy and regulation.

REASON FOR PROCEDURE

This procedure provides the TVMDL guidelines which supplement the requirements contained in System regulation 32.02.02, *Discipline and Dismissal of Nonfaculty Employees*.

PROCEDURES AND RESPONSIBILITIES

1.0 APPROVAL PROCEDURE

A supervisor's request to dismiss or suspend an employee will be sent to AgriLife Human Resources through normal approval channels. AgriLife Human Resources will consider the request in view of the justification submitted and any documentation that is available for review. Following the review, AgriLife Human Resources will approve/deny the request, or if required by System Regulation 32.02.02, *Discipline and Dismissal of Nonfaculty Employees*, consult with the System Office of General Counsel (OGC), and upon obtaining advice from OGC, will forward the request to the director or designee for appropriate action.

2.0 DOCUMENT RETENTION

Any adverse written disciplinary actions and related documents may be retained in a separate portion of the official personnel file in accordance with TVMDL Procedure 33.99.99.V0.02, *Official Personnel File*.

3.0 APPEAL OF DISCIPLINARY ACTION OR DISMISSAL

An appeal to any disciplinary action will be in accordance with System Regulation 32.01.02, *Complaint and Appeal Procedure for Nonfaculty Employees*, and TVMDL Procedure 32.01.02.V1.01, *Complaint and Appeal for Nonfaculty Employees*.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Regulation 32.02.02, *Complaint and Appeal for Nonfaculty Employees*](#)

[System Regulation 32.01.02, *Complaint and Appeal Procedure for Nonfaculty Employees*](#)

[TVMDL Procedure 32.01.02.V1.01, *Complaint and Appeal for Nonfaculty Employees*](#)

CONTACT OFFICE

For questions, contact AgriLife Human Resources at 979-845-2423.