

Mask Mandate Violation Progressive Discipline Policy

Policy Statement

Due to the COVID-19 pandemic, and in compliance with CDC guidance, the University has implemented a Mask Mandate on Campus. The only exceptions are when eating or drinking in designated spaces, when in your residence hall suite, or when alone in your private office with the door closed. Roosevelt takes violations of COVID-19 protocols extremely seriously. This policy details the steps of progressive discipline that will be issued to students and employees who violate the Mask Mandate.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer.

This Policy governs conduct on all of the University's properties, including but not limited to the Auditorium Theatre of Roosevelt University ("ATRU"). Unless otherwise stated, the term "Employee" as used in this Policy shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers. The term "Student" shall refer to all current students of the University.

Policy

Employee Progressive Discipline

Step 1 – Verbal Warning

If an employee is seen not wearing, or improperly wearing, their mask on campus, the employee will be issued a verbal warning. A verbal warning can be issued by the employee's direct supervisor, executive leadership, or from any Campus Safety Officer. This verbal warning may simply be instruction to the employee to place their mask over their nose and mouth as required by the University Mask Mandate. All verbal warnings should also be reported to Human Resources.

Step 2 – Written Warning

If an employee is seen violating the Mask Mandate on a second occasion the individual will be reported to Human Resources. Human Resources will issue a written warning to the employee via email. This warning will state that this is the second occurrence, a reminder of the Mask Mandate standards, and a statement informing the employee that additional violations of the mandate will result in further disciplinary action.

Step 3 – Suspension Without Pay

If the mask violation addressed by the written warning is repeated within a 3-month period, discipline will progress to an unpaid suspension. The employee's supervisor, in consultation with Human Resources, must prepare a written record of the suspension after a discussion with the employee. A written record of the suspension must be prepared after the discussion with the employee. It must specify the start and end dates (one to five days not to exceed 40 hours), emphasize that it is a final warning, states the reason, and

is given to the employee at the start of the suspension so that the reasons for not working are clearly understood.

Step 4 – Termination

If the mask violation addressed by the suspension without pay is repeated within a 3-month period of the suspension, termination may result. This final step in the progressive disciplinary process requires both documentation of the rationale and circumstances. Decisions to terminate employment should be made in consultation with Human Resources.

Student Progressive Discipline

Step 1 – Verbal Policy Reminder

If a student is seen not wearing, or improperly wearing, their mask on campus, the student will be issued a policy reminder via verbal warning. A verbal warning can be issued by faculty, staff, executive leadership, or from any Campus Safety Officer. This verbal warning may simply be instruction to the student to place their mask over their nose and mouth as required by the University Mask Mandate.

Step 2 – Written Warning

If a student is seen violating the Mask Mandate on a second occasion the individual will be reported to the Dean of Students Office. The Dean of Students Office will issue a written warning to the student via email. This warning will state that this is the second occurrence, a reminder of the Mask Mandate standards, and a statement informing the student that additional violations of the mandate will result in further disciplinary action.

Step 3 – Full Initiation of Code of Conduct Process

If a student is seen violating the Mask Mandate on a second occasion, the individual will be reported via the Maxient reporting portal. This third violation will result in the full initiation of the University student conduct process. ([Maxient Portal](#))

Entities Affected by this Policy

All Divisions of the University.

Related Documents

All University Policies.

Revision and Implementation

The Vice President of Student Affairs and Dean of Students, the Vice President of Human Resources, and the General Counsel shall have the authority to revise this Policy, subject to the approval of the President's Executive Council (if required). All Vice Presidents (and their designees) shall have the authority to establish any procedures necessary to implement this Policy.