

UNIVERSITAS NEGERI SURABAYA



UNESA

Universitas Negeri Surabaya

STANDARD OPERATING PROCEDURE (SOP) SETTLEMENT OF EMPLOYEE DISCIPLINE VIOLATION CASE

Number of Document : SOP-BUK.HK.13

Revised number : 02

Issued date : March 06, 2020

Code of Distribution : 01/02/03/04/05/06/07/08/09/10/11/12/13/14

Status Document

	Master
	Controlled Copy
	Uncontrolled Copy

Checked by:	Prepared by:	
Eko Pamudji, S.Pd., M.M. NIP. 196209111982021002 Kepala Bagian Hukum & Kepegawaian	Moch. Ali Sidik, S.Sos., M.Si. NIP.196806281993031002 Kasubbag Pendidik	Dra. Siti Norwahyuni, S. T., M.Pd. NIP. 19670901993032001 Kasubbag Tenaga Kependidikan
Approved by:	Known by:	
Suprpto, S. Pd., M. T. NIP. 196904021994031002 Wakil Rektor Bidang Umum dan Keuangan	Drs. Budiarmo, S. H., M. M. NIP. 196005131980101002 Kepala BUK	Prof. Dr. Mega Teguh B, M. Pd. NIP. 195212241980031008 Ketua Bidang Penjaminan Mutu



Universitas Negeri Surabaya

UNIVERSITAS NEGERI SURABAYA

QUALITY PROCEDURE

SETTLEMENT OF EMPLOYEE DISCIPLINE VIOLATION CASE

1. GOAL

This procedure is intended as a guideline for carrying out verification and clarification of ASN who violate discipline within Unesa.

2. SCOPE

This procedure explains the implementation of verification and clarification starting from receiving reports of violations to making decisions on employee disciplinary sanctions

3. REFERENCES

- 3.1. UU no. 5 of 2014 concerning ASN
- 3.2. PP No. 11 of 2017 concerning ASN management
- 3.3. PP No. 53 of 2010 concerning the discipline of civil servants
- 3.4. Regulation of the head of BKN No. 21 of 2010 concerning the discipline of civil servants
- 3.5. Rector's Regulation No. 304/UN38/HK/KP/2016 concerning the Code of Ethics for Lecturers at Universitas Negeri Surabaya
- 3.6. Rector's Regulation No. 305/UN38/HK/KP/2016 concerning Code of Ethics for Education Personnel of the State University of Surabaya
- 3.7. Rector's Regulation no. 3 of 2020 concerning Unesa's Internal Quality Assurance System

4. DEFINITION

- 4.1. Which includes violations of ASN discipline, among others, any words, writings or actions of ASN that do not comply with obligations and / or violate the prohibition of ASN disciplinary provisions, whether carried out inside or outside working hours.
- 4.2. ASN is a State Civil Apparatus
- 4.3. The Lecturer's Code of Ethics is a set of moral norms that must be used as guidelines for Unesa lecturers in behaving, acting, and thinking in accordance with professional responsibilities.



Universitas Negeri Surabaya

UNIVERSITAS NEGERI SURABAYA

QUALITY PROCEDURE

SETTLEMENT OF EMPLOYEE DISCIPLINE VIOLATION CASE

- 4.4. The Lecturer's Code of Ethics is a set of moral norms that must be used as guidelines for Unesa education staff in behaving, behaving, and thinking in accordance with professional responsibilities.

5. GENERAL REQUIREMENT

- 5.1. The Disciplinary Sentence Decision is made after the examination is completed.
- 5.2. The decision on severe disciplinary punishment is based on the results of the examination, the decision is proposed and is awaiting the results from the Ministry of Research, Technology and Higher Education.

6. PROCEDURE DESCRIPTION

- 6.1. In accordance with the re-registration / registration period set by UNESA, all students, both new and old students, are required to register and pay UKT

7. RELATED DOCUMENTS / FILES

- 7.1. Verification and clarification Team Assignment
- 7.2. Investigation report.
- 7.3. Inspection result report
- 7.4. Decree on the Provision of Employee Discipline Sanctions.

8. NOTES OF REVISION

- 8.1. REV.0, October 25, 2012: Document starting from scratch (no changes)
- 8.2. REV. 01, 20 September 2017: Added references, definitions, changes of process, job titles.
- 8.3. REV.02, March 6, 2020: Change of references, flow, name and title, List of Records

Number of Document	Revised Number	Page	Issued Date
---------------------------	-----------------------	-------------	--------------------

Number of Document	Revised Number	Page	Issued Date
---------------------------	-----------------------	-------------	--------------------