

ARTICLE \_\_  
DISCIPLINE

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4 .1 Policy. Employees are subject to disciplinary action, up to and including discharge, for just  
5 cause, including but not limited to, for violating University procedures, policies, rules, and  
6 regulations, contract provisions, personnel directives, and/or general orders. Due process shall  
7 be provided prior to any final decisions regarding disciplinary actions (excluding oral  
8 reprimands). Employees shall be provided notice and a written statement of any disciplinary  
9 action taken (excluding oral reprimands).

10 .2 Just Cause. Discipline of bargaining unit employees shall be for just cause. Just cause is  
11 defined as:

- 12  
13 (1) incompetence; or  
14 (2) misconduct

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17 ~~.2.3 Discipline Defined Progressive Discipline.~~

18 ~~(a) Progressive Discipline.~~ Disciplinary ~~of bargaining unit employees actions~~ shall  
19 be progressive.

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21 ~~(a)~~ Certain actions by their nature may be severe enough, however, to justify deviating from  
22 progressive disciplinary principles, and result in immediate discharge of employment or  
23 other disciplinary action. Forms of discipline may include, but are not limited to:

- 24  
25 1. oral counseling ~~and/or reprimand;~~  
26 2. written reprimand;  
27 3. suspension without pay; and  
28 4. discharge of employment.

29 ~~.3.4 Procedures Review of Personnel Files.~~

**For the University**

**For the UFF**

\_\_\_\_\_  
Mark Bonfanti  
Chief Negotiator

\_\_\_\_\_  
Candi Churchill  
Chief Negotiator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

30 ~~(a)~~ —  
31 ~~(b)~~

32 ~~(b) Employees shall be provided notice and a written statement of any disciplinary action~~  
33 ~~taken (excluding oral reprimands).~~

34 ~~(e)~~  
35 Employees shall have the right to review their official personnel file upon request. The  
36 employee shall have the opportunity to submit a written statement responding to any written  
37 reprimand issues. The employees' responding statement will be entered in the personnel file  
38 included with the written reprimand.

39 ~~(e)~~

40 .5 Investigations.

41 When an employee is questioned by management, and the employee reasonably believes that  
42 the questioning may lead to disciplinary action, the employee has the right to request that a  
43 union representative be present at the meeting. When an employee requests union  
44 representation pursuant to this section, and no union representative is immediately available,  
45 the University shall postpone the meeting until a representative is available, cancel the meeting,  
46 or at the employee's option, continue the meeting without a representative.

47 .6 UFF Representation.

48 ~~(d)~~ UFF determines representation per its governing documents. ~~As of March 2018, The~~ UFF  
49 does not represent bargaining unit employees who are not members in good standing at the  
50 time of an alleged incident.

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**For the University**

**For the UFF**

\_\_\_\_\_  
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