

## **ARTICLE 9** **DISCIPLINE**

- 9.1 Policy. Employees are subject to disciplinary action, up to and including discharge, for just cause, including but not limited to, for violating University procedures, policies, rules, and regulations, contract provisions, personnel directives, and/or general orders. Due process shall be provided prior to any final decisions regarding disciplinary actions (excluding oral reprimands). Employees shall be provided notice and a written statement of any disciplinary action taken (excluding oral reprimands).
- 9.2 Just Cause. Discipline of bargaining unit employees shall be for just cause. Just cause is defined as:
- (a) incompetence; or
  - (b) misconduct.
- 9.3 Progressive Discipline. Disciplinary actions shall be progressive. Certain actions by their nature may be severe enough, however, to justify deviating from progressive disciplinary principles, and result in immediate discharge of employment or other disciplinary action. Forms of discipline may include, but are not limited to:
- (a) oral counseling;
  - (b) written reprimand;
  - (c) suspension without pay; and
  - (d) discharge of employment.
- 9.4 Review of Personnel Files. Employees shall have the right to review their official personnel file upon request. The employee shall have the opportunity to submit a written statement responding to any written reprimand issues. The employees' responding statement will be entered in the personnel file included with the written reprimand.
- 9.5 Investigations. When an employee is questioned by management, and the employee reasonably believes that the questioning may lead to disciplinary action, the employee has the right to request that a union representative be present at the meeting. When an employee requests union representation pursuant to this section, and no union representative is immediately available, the University shall postpone the meeting until a representative is available, cancel the meeting, or at the employee's option, continue the meeting without a representative.
- 9.6 UFF Representation. UFF determines representation per its governing documents. The UFF does not represent bargaining unit employees who are not members in good standing at the time of an alleged incident.