

ARTICLE 19

DISCIPLINE

- A. No bargaining unit member shall, for disciplinary reasons, be reduced in pay or position, discharged or removed except for just cause. All disputes concerned with disciplinary actions will be processed through Article 6, Grievance Procedure.
- B. The University agrees that it will not unreasonably or arbitrarily delay in the processing of any contemplated disciplinary action. The provisions of this Article shall apply only to actions taken for disciplinary reasons. Demotions as used in this Article shall not mean demotion while on probation.
- C. The University will follow the principles of progressive discipline. Disciplinary action shall be reasonable and commensurate with the offense. Disciplinary action shall include:
 - 1. Verbal reprimand, with appropriate notation in file.
 - 2. Written reprimand.
 - 3. Suspension(s).
 - 4. Termination.
- D. The University shall not use the knowledge of an event giving rise to the imposition of discipline to intimidate, harass, or coerce an employee.
- E. An employee shall be entitled to the presence of a union representative at an investigation interview upon request and if s/he believes that the interview may be used to support disciplinary action against him/her. This request may be made prior to the interview or any time during such interview.
- F. An employee has the right to a hearing prior to the imposition of a demotion, suspension, or termination. Prior to the meeting, the employee and his/her steward shall be informed in writing of the reasons for the contemplated discipline and the possible form of discipline. A union representative can be present at such hearing.
- G. At the discretion of the University, in cases where the event is of such serious nature, the employee may be suspended with pay until an investigation is conducted.
- H. The University shall make a final decision on the recommended disciplinary action as soon as reasonably possible but no more than fifteen (15) calendar days after the conclusion of the pre-discipline hearing.
- I. If the final decision is made to impose discipline, the employee and the Local Union Official shall be notified in writing. Once the employee has received written notification of the final decision to impose discipline, the disciplinary action shall not be increased.
- J. A copy of a written reprimand issued to an employee shall be given to the Local Union Official.