

Progressive Discipline

Disciplinary action can take many forms according to the following discipline ladder (14.5). Discipline must start at a low level and progress to more severe actions if the behavior persists, and any action taken by the Employer must be in reasonable proportion to the alleged offense.

1 - Verbal Warning

2 - Written Warning

These should be dedicated conversations with the Employee and Supervisor, noting the problematic behavior, required steps to resolve the situation, a deadline, and a clear outline of the consequences of continuing the behavior.

Western Academic Workers United and the Employee MUST be notified of any disciplinary actions in writing and provided two weeks to request a conference with the supervisor to discuss the discipline prior to the reprimand being placed in the Employee's file (14,6)

3 - Suspension Without Pay

4 - Internal Transfer

5 - Termination

Serious disciplinary actions may only be taken in proportion to alleged offenses, and only after other avenues to resolve the behavior have been exhausted.

Western Academic Workers United and the Employee MUST be notified of the contemplated action regarding suspension or termination in writing (14.7.1), including

- A statement of reasons for the contemplated action
- The nature of the alleged violation
- The level of discipline contemplated
- Notice of a right to a pre-disciplinary meeting at least 3 business days after the notice is provided
- Notice of the right to Union representation

Under the NLRB v. J. Weingarten (1975) Supreme Court decision, organized employees have the right to union representation during investigatory interviews that they reasonably believe could lead to disciplinary action. During investigatory interviews, union representatives must be given the opportunity to ask questions, offer additional information, and counsel the affected employee (Article 14.8.2).

Please contact ace@wawu-union.org with questions. A current copy of the student employee contract can be found at wawu-union.org/contract