

ARTICLE 14: DISCIPLINE

- 14.1 Just Cause. No faculty member shall be disciplined or discharged without just cause. Just cause guidelines commonly used by arbitrators are set forth in Appendix A.
- 14.2 Progressive Discipline. The University shall apply where appropriate the principles of progressive discipline which include, but are not limited to, the following steps: verbal warning, written warning, suspension without pay and, finally, discharge. The University will not be required to apply progressive discipline where the nature of the offense calls for immediate discharge or imposing discipline without progression.
- 14.3 Disciplinary Procedures.
- 14.3.1 Informal meetings between the University and faculty members regarding workplace issues are encouraged.
- 14.3.2 Faculty members shall be given a reasonable opportunity to respond to complaints which could lead to discipline.
- 14.3.3 The University has adopted guidelines for conducting investigations into alleged misconduct and/or violation of laws, regulations, or policies relevant to the University and its constituents. The current version of these guidelines can be found at EWU Guideline 401-01. Faculty members have an obligation to cooperate with investigations conducted by the University.
- 14.3.4 Faculty members are entitled, at their option, to have UFE representation during any meeting to discuss disciplinary action, or during any investigatory interview conducted by the University that the faculty member reasonably believes may result in discipline of the faculty member. During any such investigatory interview, a participating UFE representative will be given the opportunity to ask questions, offer additional information and counsel the faculty member. The University will notify faculty members before the start of any meeting or interview governed by this Section of the right to UFE representation, and shall permit the faculty member reasonable time to arrange for participation of a UFE representative.
- 14.3.5 If prior to or during a meeting between the University and a faculty member, the University concludes that discipline could result from the information provided by the faculty member, the meeting shall be designated as a disciplinary meeting by the University. All disciplinary meetings shall be conducted in private.
- 14.4 Pre-Disciplinary Procedure.
- 14.4.1 Notice of Intent to Discipline. If the University intends to impose discipline that involves a loss of pay or termination of employment, the University shall inform the faculty member of its intent in writing. The written notice shall describe the event or conduct with sufficient particularity to permit the employee to understand the reason for the proposed discipline.

- 14.4.2 Pre-Disciplinary Meeting. The University will schedule a Pre-Disciplinary Meeting to permit the faculty member to provide any additional information he/she wishes the University to consider prior to finalizing its decision regarding discipline.
- 14.4.3 Disciplinary Decision. No later than fourteen (14) calendar days after the close of the Pre-Disciplinary Meeting, the University shall inform the faculty member of its disciplinary decision in writing.