

Disciplinary Guidelines - AFT professionals within probationary period

- Consider best practices of providing employee with notice and an opportunity to correct.
 - However, take into consideration that probation is truly the time to determine the appropriateness of the fit of this employee.
 - Have an informal conversation relating to the concern.
 - Document the concern in written correspondence (email confirmation or memo to employee).
 - If concern is not remedied, move to formal discipline.
 - Formal discipline:
 - Supervisor calls meeting with employee and notifies employee of purpose of the meeting. (Offers employee opportunity to bring union representative. A member of the Office of Employee Equity will also attend.)
 - Notify the union of the concern.
 - Following the meeting, a formal memo (after review by HR) should go to the file, the union and the Office of Employee Equity.
 - If conduct persists, consult the Office of Employee Equity for additional disciplinary guidance.

AFT Multi-Year Contracts:

- Discharge rights limited by multi-year contracts. Burden shifts to management beyond probationary service.
- However, performance expectations are still applicable.

As such, please use same process for discipline for multi-year contracts as outlined for probationary employees. Contact the Office of Employee Equity (OEE@rowan.edu) for more information.