

Disciplinary Steps: Represented employees (non-AFT) Glassboro and Camden campuses:

- The progression of feedback may vary greatly based upon the situation. However, generally, an employee should be given a warning of the problem and chance to correct the concern unless the circumstances are EGREGIOUS.
 - First step: Verbal discussion – provide employee with notice of issue professionally and informally.
 - Next: Written notice- e.g., email, noting the issue, that there was a discussion, and a timeline to complete task or change behavior
 - Next: Letter of counseling- versions for attendance and/or performance related behavior will be available for guidance
 - Contact the Office of Employee Equity for guidance.
- Begin a desk file, printing emails and other documentation related to these issues.
- If the issue continues, formal disciplinary action may be appropriate. The Office of Employee Equity will provide assistance in the drafting of any formal disciplinary charge.
- Once the Office of Employee Equity has been contacted, note that the discipline process is guided by the union contracts.
- The disciplinary process is determined by the Office of Employee Equity and through consultation with the supervisor involved.
- The Office of Employee Equity will weigh the conduct in relation to similar situations in the University as well as taking into consideration the employee's conduct history and other relevant factors.
- Note: The performance issue should not only be documented through letters of counseling and disciplinary actions, but also it needs to be consistently recorded in the PAR or performance review document.