

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, Bob Zazzali (Zazzali@rowan.edu) 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 & Bob Zazzali.
 - If conduct persists, consult Bob Zazzali for additional disciplinary guidance.

AFT Multi year contracts:

- Discharge rights limited by multiyear 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 Bob Zazzali (Zazzali@rowan.edu) for more information.

