

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 Henry Oh in Labor Relations 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. Henry Oh (256-4320) will provide assistance in the drafting of any formal disciplinary charge.
- Once labor relations has been contacted, note that the discipline process is guided by the union contracts.
- The disciplinary process is determined by labor relations and through consultation with the supervisor involved.
- Labor Relations 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.