

ARTICLE 1 : CORRECTIVE ACTION AND DISCIPLINE

- 1.1 Corrective Action and Discipline. The University will tailor any corrective action or discipline to respond to the nature and severity of the offense and the ASE's prior disciplinary record.
 - 1.1.1 Corrective action may include coaching, counseling, oral/written reprimands and improvement plans.
 - 1.1.2 Disciplinary action may include suspension, reduction in pay, any combination of these, or discharge. No ASE will be disciplined or terminated during the term of their appointment without just cause.
- 1.2 Investigations.
 - 1.2.1 Duty to Cooperate. ASEs have an obligation to cooperate with any investigation conducted by the University. Failure to do so will be considered insubordination and will be grounds for discipline, up to and including termination.
 - 1.2.2 Union Representation. ASEs are entitled, at their option, to have Union representation during any investigatory interview conducted by the University that the ASE reasonably believes may result in their receipt of discipline. During any such investigatory interview, a participating Union representative will be given the opportunity to ask questions, offer additional information and counsel the ASE.
 - 1.2.3 Administrative Leave. The University may place an ASE on paid administrative leave during a disciplinary investigation. ASEs on paid administrative leave are expected to remain available during normal working hours. Paid administrative leave is not discipline and is not subject to the grievance procedure.
- 1.3 Pre-Disciplinary Procedure. If the University intends to impose discipline that involves a loss of pay or termination of employment, the following procedures will apply:
 - 1.3.1 Notice of Intent to Discipline. The University will inform the ASE of the proposed discipline in writing. The written notice shall describe the event or conduct with sufficient particularity to permit the ASE to understand the reason for the proposed discipline.
 - 1.3.2 Pre-Disciplinary Meeting. The University will schedule a pre-disciplinary meeting to permit the ASE to respond to a notice of intent to discipline. At the beginning of any pre-disciplinary meeting, the University will describe

its proposed discipline and the general reasons for issuing the proposed discipline.

- 1.4 Right to Grieve Disciplinary Actions. The Union has the right to grieve any disciplinary action as defined above.