

## **Disciplinary Procedures for Student Employees and Union Fellows**

The following outlines the steps Area Leaders will use when addressing concerns with student employees or Union fellows. Depending on the egregiousness of the conduct, Area Leaders may skip steps in the process, however this will be assessed on a case-by-case basis.

1. Verbal Coaching
  - Area Leaders will have a conversation with team member to discuss the concern.
  - The Area Leader will give clear expectations and send a follow up email to the team member outlining the conversation and the expectations.
  - Information outlining the conversation and expectations will also be documented internally by the Area Leader.
2. Written Warning
  - After the verbal coaching, if the concern is not corrected, the area leader may issue a written warning.
  - This will consist of a meeting with the Union's Associate Director where the concern will be discussed and clear expectations will be outlined and written up in a document that all parties in attendance will sign.
  - A future offense could result in an additional written warning, or a final written warning.
  - After 6 months of no additional concerns, written warnings will be removed from all records.
3. Final Written Warning
  - After a written warning, if the concern is not corrected, the area leader may issue a final written warning.
  - This will consist of a meeting with the Union's Associate Director where the concern will be discussed, and clear expectations will be outlined and written up in a document that all parties in attendance will sign.
  - A future offense will automatically result in termination.
  - After 6 months of no additional concerns, final written warnings will be removed from all records.