

## ARTICLE 10

### CORRECTIVE ACTION

#### Reprimands

- 10.1 An employee may receive from an appropriate administrator an oral and/or written reprimand. Oral and written reprimands shall be considered corrective action.
- 10.2 An employee may request a conference with the administrator who issued the reprimand to discuss the reprimand. Such a request shall not be unreasonably denied. The employee may be represented at such a conference by another employee or a Union Representative. Upon the employee's request, there shall be a review of the written reprimand at the next level of supervision.
- 10.3 A written reprimand shall be placed in the official personnel file of the affected employee and shall be subject to Article 20, Personnel File. The employee shall be provided with a copy of a written reprimand.
- 10.4 An employee shall have the right to attach a rebuttal statement to a written reprimand in the employee's official personnel file.

#### Temporary Suspension

- 10.5 The President may temporarily suspend with pay an employee for reasons related to (a) the safety of persons or property; or (b) the prevention of the disruption of programs and/or operations, or (c) investigation for formal notice of disciplinary action.
- 10.6 The President shall notify the employee of the immediate effect of a temporary suspension.
- 10.7 The President may terminate or extend a temporary suspension and shall so notify the employee. A temporary suspension including any extension shall automatically terminate upon service of formal notice of disciplinary action or thirty (30) days after its commencement, whichever occurs first.

## **Notice of Discipline**

10.8 A notice of disciplinary action shall be served on the employee by the appropriate administrator in person or by certified mail at the employee's last known address.