

ARTICLE \_\_  
DISCIPLINE AND DISMISSAL

**Section 1.** The University shall not discipline a Graduate Worker (GW) without just cause. As used in this article “discipline” means a written warning, a suspension without pay or a dismissal from a GW appointment based upon job-related misconduct or job performance of an individual who remains enrolled as a graduate student.

**Section 2.** Notice of Discipline: The University will notify the GW and the Union in writing within one (1) day of the issuance of discipline, which then may be challenged through the grievance and arbitration procedures of Article \_\_.

**Section 3.** Dismissals and Unpaid Suspensions:

- (a) Prior to the dismissal or unpaid suspension of a GW, the GW and the Union shall be provided with a written statement of the reasons for which dismissal or unpaid suspension is being considered. The notice shall include the nature of the alleged violation, the level of discipline contemplated, the right to a hearing and the right to Union representation. Upon request, the GW and Union shall be entitled to a copy of any investigatory report that has been prepared, although confidential information and witness statements may be redacted.
- (b) Within seven (7) days of receiving the written statement, the GW or the Union on the GW’s behalf may request a hearing before the GW’s department or program head (or relevant Dean), which a Union representative may attend if the GW so desires. This hearing shall be held within seven (7) days of the request. The GW and the Union representative shall be provided with an opportunity to respond to the reasons for dismissal or unpaid suspension.
- (c) Within seven (7) days of the hearing, the department or program head shall decide whether to dismiss or suspend the GW or not and notify the GW and the Union accordingly. If the decision is to dismiss, the dismissal will take effect immediately. If dismissal is not ordered, the department head may impose a lesser form of discipline or impose no discipline.
- (d) A decision of the department or program head to dismiss a GW may within fifteen (15) days be grieved directly to Step 2 of the grievance and arbitration process under Article \_\_ of this agreement. If the visa status of an international student is threatened by the dismissal of that student as a GW, the grievance may be filed directly to arbitration and the University and the Union shall expedite the grievance and arbitration process so that the grievance and arbitration process will be completed before the GW loses their visa status.

**Section 4.** The University may place a GW on paid administrative leave without prior notice in order to investigate allegations of misconduct or dereliction of duty that, in the judgment of the University, warrant relieving the GW from work duties or removing the GW from the premises. The Union will be notified of any such administrative leave within one (1) day. At the conclusion of the investigation, the University shall notify the GW and the Union of the results of the investigation and either initiate the discipline process or put the GW back to work if the term of the GW’s appointment has not ended. If the

term of the GW's appointment ends during a paid administrative leave, the paid leave will terminate as of the end of that term.

- (a) Paid administrative leave shall not be considered discipline.
- (b) If no disciplinary action is taken, no record of administrative leave will be placed in the GW's employment file.