

ARTICLE XX. DISCIPLINE & DISMISSAL

HAW-UAW Proposal October 16, 2024

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Section A. The Employer shall not discipline or dismiss an Employee except for just cause. Discipline shall include but not be limited to verbal warnings, written warnings, reduction in duties, reduction in pay, suspension with or without pay, and dismissal. Discipline shall not be used to restrain Employees in the exercise of academic freedom.

Section B. Prior to the issuance of discipline, the Employer shall conduct an investigation that includes an opportunity for the Employee to respond to the alleged job misconduct or performance issue. The Employer shall notify any Employee facing disciplinary action of the right to Union representation.

Section C. The Employer shall notify the Employee and the Union in writing within one (1) day of the issuance of discipline. This notification must include a description of the alleged job-related misconduct or job performance issue; a summary of the evidence; and the level of disciplinary action.

Section D. Employees who are disciplined or dismissed shall be entitled to file a grievance in response to the disciplinary action. Employees who are dismissed or suspended shall be permitted to file their grievance at the Step 2 of the grievance procedure as established in Article XX.

Section E. Discipline which is rescinded through the grievance procedure shall be removed from the Employee's file and shall not be the basis for further disciplinary action.

Section F. Any person against whom charges have been made may, at any time during the pendency of the charges, be suspended by the Employer. Such suspension shall be without loss of pay.

Section G. Harvard shall maintain the confidentiality of an Employee's disciplinary actions and shall not share an Employee's disciplinary actions except with appropriate Harvard personnel as necessary to perform their duties or as required by law.