

**MEMORANDUM OF AGREEMENT  
BETWEEN THE UIS CLERICAL, SERVICE AND TECHNICAL CHAPTERS  
OF THE UPI LOCAL 4100  
AND THE  
UNIVERSITY OF ILLINOIS SPRINGFIELD**

The University of Illinois Springfield and the Clerical, Service, and Technical Chapters of UPI, Local 4100, have negotiated an alternative disciplinary process, and have come to an agreement to implement the following disciplinary process for the duration of the 2021-2025 Collective Bargaining Agreement (CBA) by and between the parties.

The alternative disciplinary process shall be referred to as the "Performance Partnership Program" (referred to as the PPP from here on). The disciplinary process outlined in the collective bargaining agreements shall be suspended for the duration of the 2021-2025 Collective Bargaining Agreement, making the Performance Partnership Program (PPP) the disciplinary process that all employees covered by the UPI Local 4100 Clerical, Service, and Technical bargaining units shall be subject to. PPP "guidelines" are set forth in the PPP Supervisor's Manual as it may be amended from time to time.

The PPP shall consist of:

1. Constructive Contact
2. Performance Improvement Discussion
3. Work Performance Reminder
4. Written Reminder
5. Decision Making Leave
6. Discharge

The first two steps (Constructive Contact and Performance Improvement Discussion) shall be considered informal steps, may not be grieved, and shall generally be done in the employing unit. Steps three through five shall be considered formal steps in the disciplinary process, may be grieved, shall involve a representative from Human Resources (and/or Labor & Employee Relations), a representative of the Union, and require a pre-disciplinary meeting. Employees and their designated Union representative(s) shall be provided three-working days' notice of a pre-disciplinary meeting.

University shall notify the employee in writing (this includes email) upon the completion of steps 2 through 5.

When an employee has reached steps three through five, the employee shall not be permitted to request reassignment, or test/compete for open positions at the University for the duration the disciplinary action remains active. This does not restrict the University from reassigning the employee to another unit.

Disciplinary action shall be for just cause. As such, all disciplinary actions shall be subject to the negotiated grievance procedures of the Collective Bargaining Agreement (CBA) by and between the

parties. The parties agree to the tenants of progressive discipline; however, the University retains the ability to skip one or more steps in the disciplinary process based upon the severity of the alleged infraction.

Supervisors are encouraged to provide positive recognition letters, especially when an employee has a disciplinary action that falls out of “active consideration” for future disciplinary actions. In the event a supervisor does not send a letter advising the employee that they have had a disciplinary action “fall out of active consideration” timeframe, the supervisor shall, upon receiving notification, provide the employee with a notice advising the employee of the status.

**Step 1. Constructive Contact-** At step 1 of the PPP process, the supervisor shall advise the employee that the purpose of the meeting is to give a constructive contact and that they employee is entitled to Union representation. The supervisor and the employee shall discuss the problems and issues that have led to the need for the meeting. The supervisor shall document and maintain information from the conversation/meeting and such documentation shall be placed in the employee’s official personnel file. The documentation shall be sent to the employee, the Union representative and Human Resources/Labor & Employee Relations. The University shall make every effort to place the disciplinary action in the employee’s personnel file within 10 workdays of the issuance of the disciplinary action.

**Step 2. Performance Improvement Discussion -** At step 2 of the PPP process, the supervisor shall advise the employee that the purpose of the meeting is to have a performance improvement discussion and that the employee is entitled to union representation. The supervisor is expected to have a list of discussion topics/checklist that should be used to facilitate the discussion. The supervisory should communicate their expectations and/or what is necessary to improve. After the meeting the supervisor prepares a Performance Improvement Discussion Form and sends it to the employee, the Union representative and Human Resources/Labor & Employee Relations. The University shall make every effort to place the disciplinary action in the employee’s personnel file within the agreed-upon timeframe

There is no limit on the number of performance improvement discussions (or a requirement to have more than one) an employee may have prior to progressing to Step 3. Performance Improvement Discussions do not expire (or have a disciplinary life-cycle that they may only be used to progress to the next step).

**Step 3. Work Performance Reminder -** At step 3, the supervisor shall contact Human Resources/Labor & Employee Relations and discuss the situation/coordinate a pre-disciplinary meeting. During the meeting, the parties shall discuss the alleged infractions. After the meeting, the supervisor and Human Resources/Labor & Employee Relations shall discuss the information presented and determine whether to issue a work performance reminder. If a work performance reminder is issued, it shall have a disciplinary life-cycle of one (1) year (12 months from the date it was issued). A work performance reminder form shall be completed and provided to the employee, Union representative and Human Resources/Labor & Employee Relations. The University shall make every effort to place it in the employee’s official personnel file within 10 working days.

An employee may have no more than two (2) active work performance reminders active at any point in time. Employees with an active work performance reminder shall be removed from employment registers and voluntary reassignments for other positions on campus and are not permitted to apply for vacant positions during the disciplinary life-cycle of the work performance reminder. Supervisors are encouraged to provide positive and constructive feedback, both verbally and in writing to employees when they improve, and should issue a letter to the employee once the disciplinary life-cycle of the work performance reminder has expired. The University shall make every effort to place it in the employee's official personnel file within 10 working days. Employee and union shall receive a copy of the letter placed in the employees official personnel file.

Step 4. Written Reminder - At step 4, the supervisor shall contact Human Resources/Labor & Employee Relations and discuss the situation/coordinate a pre-disciplinary meeting. During the meeting, the parties shall discuss the alleged infractions. After the meeting, the supervisor and Human Resources/Labor & Employee Relations shall discuss the information presented and determine whether to issue a Written Reminder. If a Written Reminder is issued, a Written Reminder Form shall be completed and provided to the employee, Union representative and Human Resources/Labor & Employee Relations and the University shall make every effort to place it in the employee's official personnel file within 10 working days. It shall have a disciplinary life-cycle of two (2) years. An employee may have only have one (1) written reminder active at any point in time.

Employees with an active written reminder shall be removed from employment registers and voluntary reassignments for other positions on campus and are not permitted to apply for vacant positions during the disciplinary life-cycle of the written reminder. Supervisors are encouraged to provide positive and constructive feedback, both verbally and in writing to employees when they improve, and should issue a letter to the employee once the disciplinary life-cycle of the work performance reminder has expired. The University shall make every effort to place it in the employee's official personnel file within 10 working days of issuance.

Step 5. Decision Making Leave - At step 5, the supervisor shall contact Human Resources/Labor & Employee Relations and discuss the situation/coordinate a pre-disciplinary meeting. During the meeting, the parties shall discuss the alleged infractions. After the meeting, the supervisor and Human Resources/Labor & Employee Relations shall discuss the information presented and determine whether to issue a decision making leave. If a decision making leave is issued, a Decision Making Leave Form shall be completed and provided to the employee, Union representative and Human Resources/Labor & Employee Relations and the University shall make every effort to place it in the employee's official personnel file within 10 working days

A decision making leave shall remove the employee from the workplace for one (1) day with pay. During the leave, the employee should contemplate their employment status with the University and what they need to do to be successful should they choose to return. It shall have a disciplinary life-cycle of two (2)

years. An employee may have only have one (1) decision making leave active at any point in time. Employees with an active decision making leave shall be removed from employment registers and voluntary reassignments for other positions on campus and are not permitted to apply for vacant positions during the disciplinary life-cycle of the decision making leave. Supervisors are encouraged to provide positive and constructive feedback, both verbally and in writing to employees when they improve, and should issue a letter to the employee once the disciplinary life-cycle of the work performance reminder has expired. The University shall make every effort to place it in the employee's official personnel file within 10 working days.

Step 6, Discharge- The discharge process, as outlined in the State University Civil Service System Statute and Rules, and the State University Civil Service System Procedures Manual shall be followed if additional infractions continue.

#### Right to Appeal

In the event the University initiates the discharge process, the employee may exercise their rights to appeal to the Merit Board through the process outlined in the State University Civil Service System Statute and Rules, OR may elect to utilize the arbitration of discharge provisions of the Collective Bargaining Agreement (CBA) by and between the parties. (but may not use both).

As agreed to by:

*John Miller* 11/6/2022  
\_\_\_\_\_  
UPI Local 4100 Date

*Mark Owens* 11/09/2022  
\_\_\_\_\_  
U of I Springfield Date