

UNIVERSITY OF ILLINOIS  
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Office of Human Resources  
Human Resource Building, Room 30  
University of Illinois at Springfield  
One University Plaza, MS HRB 30  
Springfield, Illinois 62793

August 9, 2019

Nathan Leinberger  
Interim President, UPI Local  
4100 Clerical, Service  
and Technical  
University of Illinois  
Springfield

RE: Memorandum of Understanding between the  
University of Illinois Springfield and they  
UPI Local 4100 Clerical, Service and Technical  
Union ~~Notice in Job Vacancies~~ Performance  
Partnership Program

The University of Illinois Springfield and the Clerical, Service and Technical Chapters of UPI, Local 4100 Technical have been negotiating over an alternative disciplinary process, and have come to an agreement to implement a Pilot Program. The Pilot Program shall be in effect for the duration of the collective bargaining agreement effective retroactive to August 2018.

The Pilot Program for an 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 agreement shall be suspended during the Pilot Program, 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 too. Employees with existing disciplinary actions shall be transitioned into the equivalent step in the PPP disciplinary process. PPP "guidelines" are set forth in the PPP Supervisor's Manual as it may be amended from time to time.

The Pilot Program is based off of the University of Illinois Urbana Champaign's Performance Partnership Program (referred to as the PPP from here on). The Pilot Program shall continue in effect through the duration of the current collective bargaining agreement. 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) and a pre-disciplinary meeting. Employees shall be provided three-working days' notice of a pre-disciplinary meeting.

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.

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Disciplinary action shall be for just cause. 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.

**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. 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. 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.

**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. 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 work performance reminder shall be removed from employment registers and voluntary reassignments for other positions on campus. 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

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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.

**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. 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 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.


**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

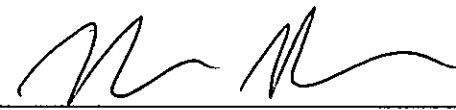
In the event the University initiates the discharge process, the employee may exercise their rights to appeal to the Merit Board through the process outlined in the State University Civil Service System Statute and Rules, OR may elect to utilize the grievance and arbitration provisions of this collective bargaining agreement (but may not use both).

As agreed to by:

  
Nathan Leinberger, Interim President  
4100 Clerical, Service & Technical

  
Mark Owens, Asst. Dir. Labor & UPI Local  
Employee Relations

  
John Little, IFT-AFT Field Director

  
Melissa Mlynski, Sr. Director Office of  
Human Resources