



# UWM University Staff Pre-Disciplinary Meeting Policy

**No: US002**

**Date: April 1, 2022**

**Authority:** Wis. Stat. 36.115(4)(University Personnel Systems)  
UW System Administrative Policy [1233: Grievance Procedures](#)  
UWM [University Staff Grievance Policy](#)

**Initiator:** University Staff Senate

**Responsible Party:** University Staff Senate

Approved: 07/01/2022

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**I. PURPOSE:** To require a meeting with a University Staff member, who has an expectation of continued employment, prior to imposition of written discipline and/or dismissal in order to give the University Staff member an opportunity to respond and provide additional information. This policy does not apply to University Staff in their probationary period or to project or temporary appointments.

## **II. DEFINITIONS:**

Discipline: for the purposes of this policy, any action taken by UWM with respect to a University Staff member which is intended to correct undesirable behavior and is reflected in writing in the University Staff member's personnel file, such as a letter of reprimand, unpaid suspension, demotion, etc.

Dismissal: involuntary separation from employment for disciplinary or performance reasons.

Support person: A UWM employee, including but not limited to another member of the University Staff, who accompanies the University Staff member to the meeting at the University Staff member's request. A support person's participation in a disciplinary meeting is limited to providing advice to the University Staff member and to take notes. The University Staff member is expected to speak on their own behalf with respect to the subject matter of the meeting.

**III. POLICY:** A supervisor or their designee must offer to meet with a University Staff member prior to imposing discipline upon or dismissing them. Unless exigent circumstances exist or the parties mutually agree to meet sooner, University Staff members should be provided with a minimum of two (2) business days' written notice of such meeting. Email is acceptable written notice, although supervisors should make alternative delivery arrangements for the notice if employee does not regularly use email to perform their job duties. The written notice must contain the following elements:

- The date and time of the meeting;
- The location of the meeting if conducted in person, or telephone number or weblink if conducted remotely;
- A statement that a University Staff member has the right to invite a support person to accompany them to the meeting; and
- A description of which workplace rules/expectations the employee is believed to have violated.

A University Staff member can request to bring a support person to other scheduled meetings, even if the supervisor hasn't designated it as a pre-disciplinary meeting, if the employee has a reasonable belief that the meeting will result in written discipline or dismissal.