

MICHIGAN STATE
UNIVERSITY

College of Agriculture
and Natural Resources

CANR Supervisors

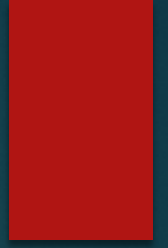
ESSENTIALS FOR SUPERVISORS AT MSU --
DISCIPLINARY PROCESS

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Disciplinary Process

- ▶ Why do we do it?
 - ▶ To improve behavior.
- ▶ Michigan State University promotes a policy of progressive and corrective discipline.
- ▶ Discipline gradually increases depending upon the severity and frequency of the infraction.

Types of Disciplinary Action:



- ▶ Step One: Verbal Warning
 - ▶ Notification and warning to employee.
 - ▶ Written record of verbal warning is required.
- ▶ Step Two: Written Reprimand
 - ▶ Formal notification in writing to employee.
- ▶ Step Three: Suspension
 - ▶ Loss of work, and possibly wages, for a specified number of hours or days.
 - ▶ Can be paid or unpaid.
- ▶ Step Four: Discharge
 - ▶ Termination of employment.

Disciplinary Procedures:

<https://hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/discipline.html>

- ▶ Contact CANR Human Resources to discuss situation if disciplinary steps are being considered.
- ▶ If investigatory meetings are held and a supervisor believes discipline may result, employee has the right to have union representation present. (Weingarten Rights)
- ▶ In all steps of discipline, Notice of Non-Academic Disciplinary Action form must be completed and copies provided to appropriate parties. <https://hr.msu.edu/ua/forms/documents/nonAcademicDiscipline.pdf>
- ▶ Normally, the progressive disciplinary steps are followed.
- ▶ Serious infractions may warrant immediate suspension or discharge.
- ▶ Approval for discharge must be obtained from MSU Office of Employee Relations in advance via CANR Human Resources.

What is a "Grievance"?

- ▶ Definitions:
 - ▶ A real or imagined wrong or other cause for complaint or protest, especially unfair treatment.
 - ▶ An official statement of a complaint over something believed to be wrong or unfair.
 - ▶ A feeling of resentment over something believed to be wrong or unfair.

Grievances continued....

- ▶ Unionized employees have the right to speak to their union about concerns they might have regarding unfair working conditions.
- ▶ If the union determines there may be a violation of the contract, a grievance can be filed.
- ▶ Grievances are filed through the Office of Employee Relations.

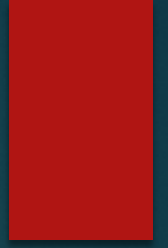
Grievances continued.....

- ▶ The grievance process is outlined in each of the collective bargaining agreements. Refer to each contract for specific details.
- ▶ If an employee believes there is a problem relating to employment, he/she should discuss it with the immediate supervisor.
 - ▶ Sometimes union representation and college-level HR will attend.
- ▶ If the problem cannot be resolved, the employee/union may choose to initiate a formal grievance procedure.
 - ▶ Step one: presented to immediate supervisor.
 - ▶ Step two: presented to the administrative head.
 - ▶ Step three: presented to the Director of Employee Relations.
- ▶ If problem is not resolved, settlement may be determined by an arbitrator (if union decides they would like to pursue arbitration).

Grievances continued.....

- ▶ It is common that grievances may be filed following steps three or four of the disciplinary process (suspension or discharge).
 - ▶ It is the union's responsibility to represent their members.
 - ▶ Standard process we have to work through.

Questions???



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