Memorandum of Understanding on Corrective Action

Recitals

1. In Labor-Management meetings, Eastern Washington University (EWU) and United Faculty of Eastern (UFE) have been discussing various bargaining issues regarding the informal resolution of disputes as per CBA 13.3.1;

2. Both parties agree that these bargaining issues related to ensuring a safe, fair, respectful, and professional workplace;

3. Both parties agree that informal resolution of workplace issues is preferable to complaints and investigations;

4. Both parties agree that informal resolution should begin with the dean, unless the faculty member petitions to have it start with the Provost or EWU’s Mediator;

5. Both parties expect that this will be a separate article in the next CBA.

Agreement

1. Inasmuch as CBA 13.3.1 states that “informal meetings between the University and faculty members regarding workplace issues are encouraged,” UFE and EWU are establishing a “corrective action” track that is separate from discipline. Corrective action includes, but is not limited to, the following steps: informal discussion, facilitated discussions, clarification of expectations, verbal coaching, counseling letters, and improvement plans.

2. Corrective action is not discipline. Corrective action does not require compliance with the investigative guidelines. Corrective action is an informal process that tries to resolve the workplace issue between the University, usually the dean, and the faculty member.

3. Corrective action cannot be challenged through the grievance process. As corrective action is not discipline, there is no need for a faculty member to have UFE representation in the corrective action process.

4. The result of corrective action shall be documented in the dean’s file. Faculty will be provided with a copy of the result of the corrective action. If the corrective action is successful, the correction action files will be removed from the faculty’s personnel file and the dean’s file after two years or the end of the evaluation cycle, whichever is shorter.

5. If the workplace issue is repeated, the University may move from the corrective action track to progressive discipline track found in CBA Article 13.

6. The MOU is effective upon ratification of the parties.

Date 3/18/2015

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Date 3/18/2015

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