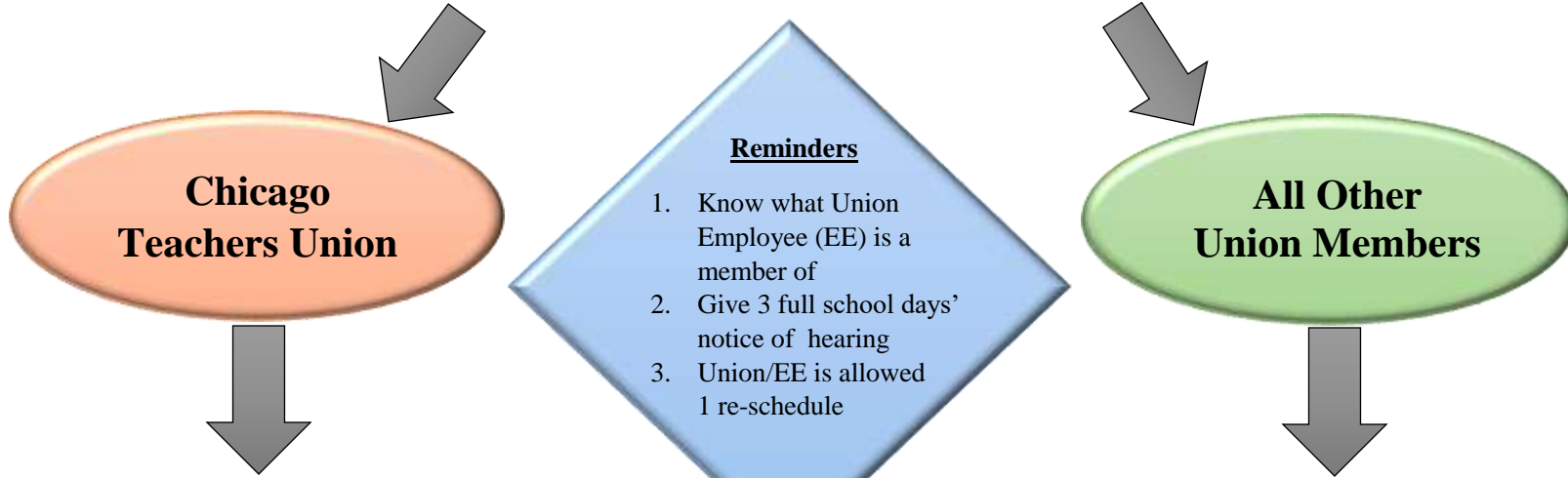
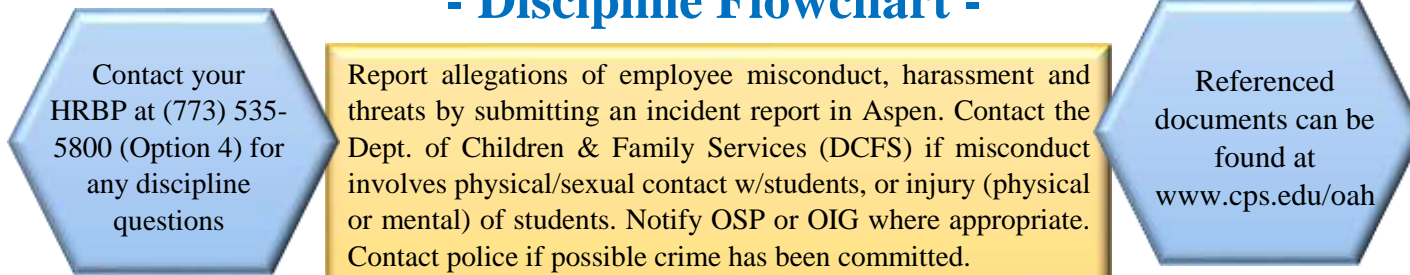


- Discipline Flowchart -



Discipline Steps

1. Refer to **Discipline Matrix**
2. Issue **Pre-Meeting Notice (Steps 1 and 2 or Steps 3 and 4)** 3 school days before meeting
 - a. Give to EE, e-mail to Union (grievancedepartment@ctulocal1.org), and e-mail to OAH (AdministrativeHearings@cps.edu)
3. Hold **meeting** in private place w/ EE and Union field rep
 - a. If Union rep attends, may have one member of admin at meeting as non-participatory witness
4. Issue **Performance Improvement Plan** within 10 school days of meeting
 - a. Give to EE, e-mail to OAH (AdministrativeHearings@cps.edu), and e-mail to CTU (grievancedepartment@ctulocal1.org) if field representative is not provided a copy at end of meeting

Discipline Steps

1. Refer to **Employee Discipline and Due Process Policy**
2. Issue **Cautionary Notice** or issue **Notice of Pre-Discipline Hearing** 3 school days before scheduled meeting
 - a. Give to EE, email or fax to Union, and e-mail to OAH (AdministrativeHearings@cps.edu)
3. Hold **meeting** in private place w/ EE and Union field rep.
4. Complete **Discipline Hearing Summary**
 - a. Send to OAH only (AdministrativeHearings@cps.edu) (internal document)
5. Issue **Notice of Disciplinary Action**
 - a. Include **Written Reprimand** if applicable
 - b. Give to EE, email or fax to Union, and e-mail to OAH (AdministrativeHearings@cps.edu)
 - c. Schedule any suspensions at least 1 week out
 - i. For SEIU, Local 73, suspensions should be scheduled at least 2 weeks out

- Discipline Resources -

Important Contact Information

1. Law Main Number: 773-553-1700
2. CTU Main Number: 312-329-9100
3. CTU Fax Number: 312-329-6203
4. SEIU Local 73 Number: 312-787-5868
5. SEIU Local 73 Fax: 312-337-7768
6. UNITE HERE Local 1 Number: 312-663-4373
7. UNITE HERE Local 1 Fax: 312-986-3828
8. Office of Student Protections & Title IX: (773) 535-4400
9. Law Dept. Investigations: 773-553-2120
10. Office of Inspector General: 773-534-9400
11. Fraud Hotline: 773-483-7283
12. DCFS Child Abuse Hotline: 1-800-252-2873

Other Procedural Reminders

- A. CTU Members
 - a. Cannot appeal 1st or 2nd Warning but may submit written rebuttal to OAH
 - b. 3rd and Final Warnings can go to mediation at Union's request
 - c. Non-probationary PSRP dismissal recommendations can be submitted to mediation or arbitration at Union's request
- B. All Other Union Members
 - a. EE can appeal a suspension within 5 business days of receiving Notice of Disciplinary Action
 - i. For SEIU, Local 73: EE can appeal a suspension within 10 days of receiving Notice of Disciplinary Action



CTU Discipline Practical Tips

1. EEs do NOT receive cautionary notices, written reprimands or suspensions.
2. It's usually a First Warning.
3. Charge misconduct broadly – but not too broadly.
4. If a field rep is present, you may have a member of your admin team present.
5. Issue the PIP at the end of the meeting but no later than 10 school days after the meeting.
6. Ask yourself – is this misconduct or performance?
7. Call your HRBP if the misconduct you're considering is not on the matrix.
8. If the employee refuses to sign the PIP, note that on the signature line and issue the PIP.

Non-CTU Discipline Practical Tips

1. Cautionary notices do NOT require hearings and they are NOT considered discipline, but written reprimands DO require hearings and ARE considered discipline.
2. If the employee refuses to sign the Notice of Disciplinary Action, note that on the signature line and issue the notice.
3. Give at least one week notice of a suspension to allow the employee time to appeal the suspension.
4. The Discipline Hearing Summary is an internal document used by the Office of Administrative Hearings for appeals. It is not provided to the Union.