Report allegations of employee misconduct, harassment and threats by submitting an incident report in Aspen. Contact the Dept. of Children & Family Services (DCFS) if misconduct involves physical/sexual contact w/students, or injury (physical or mental) of students. Notify OSP or OIG where appropriate. Contact police if possible crime has been committed.

Reminders
1. Know what Union Employee (EE) is a member of
2. Give 3 full school days’ notice of hearing
3. Union/EE is allowed 1 re-schedule

Discipline Steps
1. Refer to Discipline Matrix
2. Issue Pre-Meeting Notice (Steps 1 and 2 or Steps 3 and 4)
   a. Give to EE, e-mail to Union (grievancedepartment@ctulocal1.org), and e-mail to OEE (EmployeeEngagement@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 OEE (EmployeeEngagement@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 OEE (EmployeeEngagement@cps.edu)
3. Hold meeting in private place w/EE and Union field rep.
4. Complete Discipline Hearing Summary
   a. Send to OEE only (EmployeeEngagement@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 OEE (EmployeeEngagement@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

Contact your HRBP at (773) 535-5800 (Option 4) for any discipline questions

Referenced documents can be found at www.cps.edu/oee

Contact your HRBP at (773) 535-5800 (Option 4) for any discipline questions
- Discipline Resources -

**Important Contact Information**

1. OEE Main Number: 773-553-2696  
2. OEE Fax Number: 773-553-1201  
3. CTU Main Number: 312-329-9100  
4. CTU Fax Number: 312-329-6203  
5. SEIU Local 73 Number: 312-787-5868  
6. SEIU Local 73 Fax: 312-337-7768  
7. UNITE HERE Local 1 Number: 312-663-4373  
8. UNITE HERE Local 1 Fax: 312-986-3828  
9. Office of Student Protections & Title IX: (773) 535-4400  
10. Law Dept. Investigations: 773-553-2120  
12. Fraud Hotline: 773-483-7283  
13. DCFS Child Abuse Hotline: 1-800-252-2873

**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.

**Other Procedural Reminders**

A. CTU Members  
   a. Cannot appeal 1st or 2nd Warning but may submit written rebuttal to OEE  
   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

**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 Employee Engagement for appeals. It is not provided to the Union.