

1 **ARTICLE 16**

2 *LETTERS OF COUNSEL, DISCIPLINARY ACTION, AND JOB ABANDONMENT*

3 **16.1 Letters of Counsel/Instruction.** Letters of **Counsel** or Instruction may be  
4 given to employees to provide information regarding university policies,  
5 regulations, [UCF's Employee Code of Conduct](#), ~~or~~ provisions of the Collective  
6 Bargaining Agreement, or information about UCF's Employee Assistance Program.  
7 Such letters are not considered discipline and are not placed in the employee's  
8 Evaluation File unless requested by the employee. These letters may be used only  
9 as evidence to demonstrate the employee's awareness of University expectations.

10 **16.2 Just Cause.**

11 (a) Just cause shall be defined as:

- 12 (1) incompetence, or  
13 (2) misconduct.

14 (b) An employee's activities which fall outside the scope of employment shall  
15 constitute misconduct only if such activities adversely affect the legitimate  
16 interests of the University.

17 **16.3 Progressive Discipline.** Both parties endorse the principle of progressive  
18 discipline as applied to professionals. Penalties will be imposed dependent upon  
19 the **university's judgment of the** seriousness of the offense and any aggravating or  
20 mitigating circumstances.

21 **16.4 Disciplinary Action Other than Termination.** The University retains its right  
22 to impose disciplinary action other than termination for just cause including, but  
23 not limited to, suspension with or without pay. Should the university require, as  
24 part of the disciplinary process, participation in training or counseling, failure to  
25 provide evidence of completion would be considered just cause for further  
26 discipline.

27 **16.5 Notice of Intent.**

28 (a) **Written** Reprimand. No notice of intent or employee response time is  
29 required when an employee receives **a written** reprimand.

30 (b) Suspension or Termination. When the University's representative has  
31 reason to believe that suspension or termination should be imposed, the  
32 University's representative shall provide the employee with a written notice of

33 the proposed action and the reasons therefore. Such notice shall be sent via  
 34 certified mail, return receipt requested; university email, immediate return reply  
 35 requested; or delivered in person with written documentation of receipt  
 36 obtained. The employee shall be given ten days to respond in writing to  
 37 University’s representative before the proposed action is taken. The University’s  
 38 representative then may issue a notice of disciplinary action or reduce the  
 39 proposed disciplinary action. The employee shall be notified by the University’s  
 40 representative as soon as practicable of the final disposition of the proposed  
 41 action.

42 **16.6 Notice of Disciplinary Action.** Any notice of disciplinary action shall include a  
 43 statement of the reasons therefore and a statement advising the employee that  
 44 the action is subject to the Grievance Procedure in Article 20. All disciplinary  
 45 notices shall be sent via certified mail, return receipt requested; university email,  
 46 immediate return reply requested; or delivered in person to the employee with  
 47 written documentation of receipt obtained.

48 **16.7 Termination.** A tenured appointment or any appointment of definite  
 49 duration may be terminated during its term for just cause. In cases wherein  
 50 which an employee's actions do not adversely affect the functioning of the  
 51 University or jeopardize the safety or welfare of the employee, colleagues, or  
 52 students, the employee will be given six months' termination notice.  
 53 ~~An employee shall be given written notice of termination at least six months in~~  
 54 ~~advance of the effective date of such termination, except that in cases where the~~  
 55 ~~president or representative determines that an employee's actions adversely~~  
 56 ~~affect the functioning of the University or jeopardize the safety or welfare of the~~  
 57 ~~employee, colleagues, or students, the president or representative may give less~~  
 58 ~~than six months' notice.~~

59 **16.8 Employee Assistance Program.** Neither the fact of an employee's  
 60 participation in an Employee Assistance Program, nor information generated by  
 61 participation in the program, shall be used as a reason for discipline under this  
 62 Article, except for information relating to an employee's failure to participate in  
 63 an Employee Assistance Program consistent with the terms to which the  
 64 employee and the University have agreed.

- Formatted: Not Highlight
- Formatted: Not Highlight
- Formatted: Not Highlight
- Formatted: Not Highlight
- Formatted: Not Highlight
- Formatted: Not Highlight

65 **16.9 Job Abandonment.**

66 (a) If an employee is absent without authorized leave for twelve (12) or more  
67 consecutive days, the employee shall be considered to have abandoned the  
68 position and voluntarily resigned from the University.

69 (b) Notwithstanding paragraph (a), above, if the employee's absence is for  
70 reasons beyond the control of the employee and the employee or a  
71 representative notifies the University as soon as practicable with a reasonable  
72 and supportable explanation, the employee will not be considered to have  
73 abandoned the position.

74