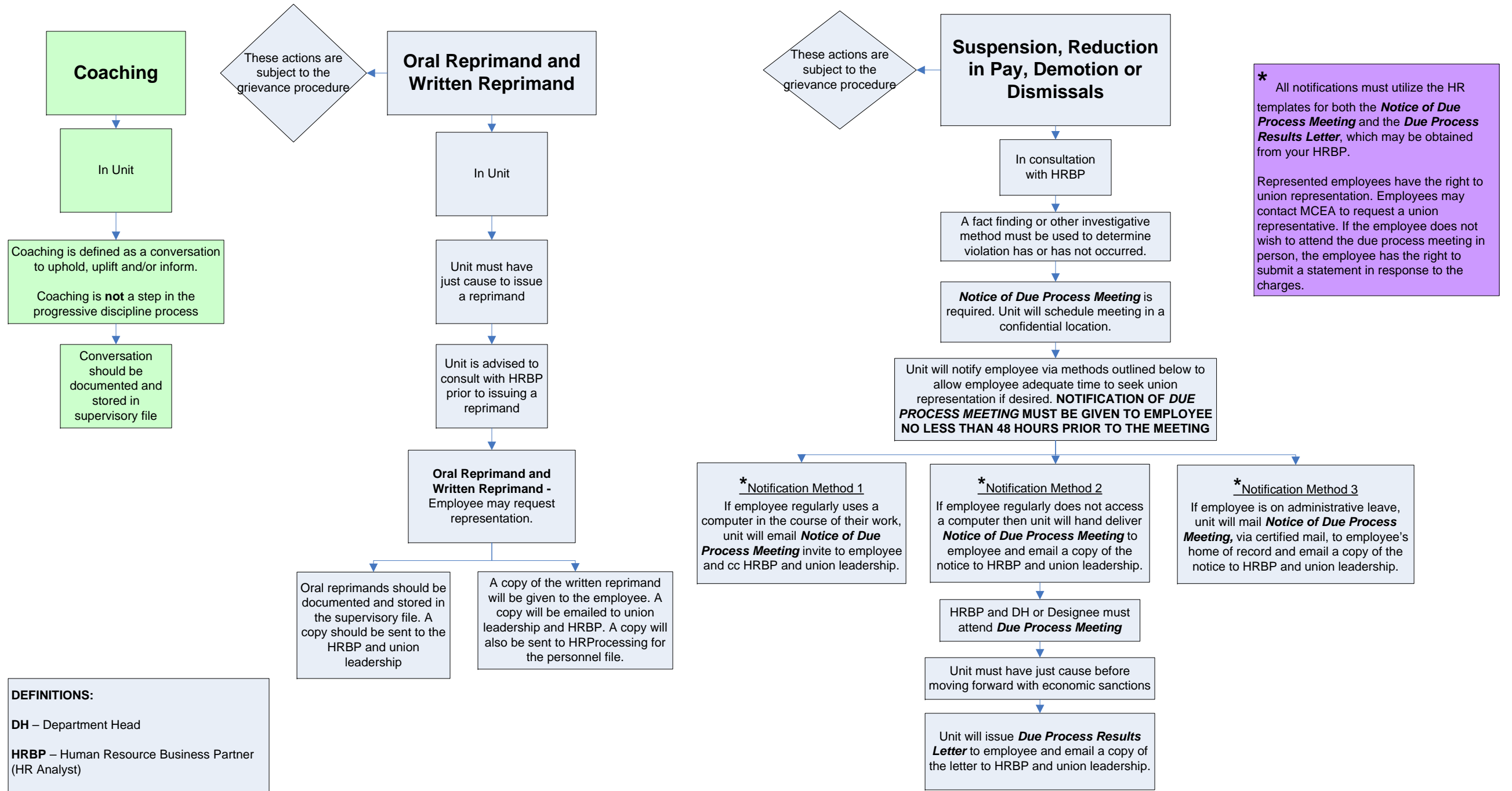


MCEA Discipline and Discharge Guide

(Contact your HRBP for questions and consultation)



***** All notifications must utilize the HR templates for both the **Notice of Due Process Meeting** and the **Due Process Results Letter**, which may be obtained from your HRBP.

Represented employees have the right to union representation. Employees may contact MCEA to request a union representative. If the employee does not wish to attend the due process meeting in person, the employee has the right to submit a statement in response to the charges.

DEFINITIONS:

DH – Department Head

HRBP – Human Resource Business Partner (HR Analyst)

Union Leadership – Union President, local chief steward, SEIU Organizer