

A photograph of three people in a library setting. On the left, a Black woman with long braids is looking towards the center. In the center, a man with a beard and a green headband is looking towards the right. On the right, a white woman with long brown hair is looking towards the center. They are all smiling and appear to be in a positive conversation. Bookshelves filled with books are visible in the background.

# DISCIPLINARY MEETINGS GUIDE

The purpose of a disciplinary meeting is for the administration to inform an employee that they are being disciplined. This usually follows one or more investigatory meetings. Remember, the administration has set this meeting to deliver discipline. While we may not agree with the discipline, this is not the meeting in which we argue for a reversal or reduction in the discipline. The representative and member will meet afterward to decide if there is a case to be made to reverse the discipline.

If this meeting is actually an investigation meeting and not a meeting to deliver discipline, see our Investigation Meeting FAQ and Investigation Meeting Guide.

## BEFORE

### Before the Meeting

1. Identify an Association Representative (AR). The member who is being disciplined should ask a Building Representative (BR) to come to the meeting with them. If there isn't a BR, then a local union officer or even a trusted colleague who is a union member can serve as your association representative.
2. The member and the AR should confer before the meeting if you didn't meet during the investigation process in order for the AR to know what happened that is leading to this discipline.

## DURING

### During the Meeting

1. Find out what specific allegations the discipline is for. If it isn't clear, ask what school board policies were violated.
2. Make sure you understand the discipline. If it's a suspension, for example, what is expected of the member regarding their school duties while they are serving the suspension?
3. These meetings can be emotional. Ask for a caucus to help maintain composure.

4. There is little point in arguing over the discipline in this meeting, and attacks on the administration will not help you reverse or change the discipline.

5. If the member is asked to resign, tell administration you'll need time to discuss your options with your AR and family following the meeting before responding. Ask the administration to agree to this timeline for a response.

## AFTER

### After the Meeting

1. Review the administrative directives and/or discipline to make sure they are fully understood, including any next steps the member needs to take.

2. Discuss what arguments or evidence could persuade the administration or potentially the school board to reverse or change the discipline.

3. Discuss the likelihood that other members might rally to support you if the discipline is unfair or unjust .

4. If you haven't already received them, make a written information request of administration and/or the school board to share their investigation notes or documents. The employer is required to allow you to review and copy your personnel record under Wis. Stat. § 103.13.

5. Consider your next steps – see FAQ.

6. If desired, prepare a written response to the discipline. Send it to your local president and UniServ Director for input before sending it to administration.