**Department XXXX**

Eastern Washington University

Cheney, WA 99004-2445

To: [EMPLOYEE NAME AND TITLE]

From: [MANAGER NAME AND TITLE]

Date: \_/\_/\_

Re: Notice of Possible Disciplinary Action

This is to advise you that Eastern Washington University is considering taking disciplinary action against you, up to and including termination. In accordance with Article 37 of the Collective Bargaining Agreement (CBA) between Eastern Washington University (EWU) and the Washington Federation of State Employees (WFSE) Local 931, you are being offered the opportunity to respond to allegations of misconduct/performance deficiencies. An investigation was conducted by [NAME OF INVESTIGATOR] and you were provided with a copy of the final report (incorporated herein by reference) on [DATE]. Based on the findings of the investigation, the following are the reasons for possible action:

**The reasons for the possible action are as follows:**

1. **[CHARGE]**

[DESCRIBE SPECIFICS OF INCIDENT]

1. **[CHARGE]**

[DESCRIBE SPECIFICS OF INCIDENT]

1. **[REPEAT AS NEEDED]**

Pre-Disciplinary Hearing: The purpose of this letter is to provide you an opportunity to respond to these charges, and to present any other information you would like me to consider in determining whether to take disciplinary action and what level of discipline to impose, if any. A pre-disciplinary meeting is scheduled for **[DATE] at [TIME] in [LOCATION].** As provided by Article 37.4.2 of the CBA, you have the right to have a WFSE representative at this meeting.

Written Response: You may instead respond to these charges in writing if you prefer. If you choose to exercise this option, please submit your written response to Joseph Fuxa, Labor Relations Manager, in 314 Showalter Hall no later than **5:00 PM on [DATE]** by mail or email to **jfuxa@ewu.edu,** or by **fax to (509) 359-2874**. If you choose not to provide any additional information, I will make my decision based on the information available.

Decision: If my final decision is to take disciplinary action, you will be notified in accordance with Article 37 of the Collective Bargaining Agreement between Eastern Washington University and the Washington Federation of State Employees Local 931.

Retaliation: It is expected that you will observe EWU’s prohibition against retaliatory action. EWU’s definition of retaliation is conduct or behavior that has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment. You are prohibited from taking any action, whether overt or subtle, against anyone who has given testimony in connection with the investigation that may be reasonably construed as retaliatory. Failure to comply with this prohibition may result in discipline, up to and including termination.

If you have any questions regarding this matter, you may contact me at (509) 359-XXXX or Joseph Fuxa, Labor Relations Manager, at (509) 359-7496.

Cc: HRRR/Labor Relations

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Employee Signature and Date of Receipt

*Your signature above only signifies that you received this document, and does not signify that you accept or agree with its contents.*