



## DISCIPLINARY TIME LIMITS

- All but EED charges must be served within 45 days of employer reasonably becoming aware of infraction, or charges shall be dismissed.
- EED charges must be served within 60 days of employer reasonably becoming aware of infraction, or charges shall be dismissed.
- All initial appeals must be filed within 15 calendar days from when the employee received the charges.
- The union shall be notified of any employee who the employer intends to suspend or terminate, within 72 hours of notice to the employee.
- Initial disciplinary appeal hearings shall be convened within 20 calendar days from the date the appeal was filed.
- The Hearing Officer shall render a written decision within 20 calendar days from the date of the hearing.
- The initial decision may be appealed to the Merit System Board within 20 calendar days from the date of the initial decision.
- The initial decision may be appealed to Advisory Arbitration within 20 calendar days from the date of the initial decision.
  - The Arbitrator shall hold a hearing within 30 days from the date s/he accepts the case.
  - The Arbitrator shall issue a decision within 30 days of the date of the arbitration hearing.
- Minors (1 to 5 day suspension) may be appealed to the Joint Association Management Panel within 10 days of date of initial decision.
- Loudermill hearings may not be conducted before the expiration of 24 hours from the time the employee has been served with charges.
- Suspensions can not be implemented before an expiration of 72 hours from the beginning of the work shift when employee is served charges.
  - Suspensions may be immediate, pending termination charges, when the employer has an immediate need to maintain safety, order or effective direction of work assignments.
- Suspensions must be started within 30 calendar days of the final notice of disciplinary action.
- All suspensions must be served within 6 months of final notice.
- At disciplinary hearings, Management must provide a witness list and discovery documents within 3 days (exclusive of weekends) before the scheduled appeal hearing.
- All arrests, summons', or incarcerations must be reported to the employee's supervisor within 48 hours form the date of summons, arrest, or incarceration.
- Employees have up to 8 hours to void a urine specimen, when ordered to do so as part of the employer's urine policy.