

BOT-UFF POLICY 5: DISCIPLINARY FILE**I. Purpose**

To keep a record of previous incidents of discipline and allow faculty to respond to these instances such that they can be taken into consideration in any future infractions insomuch that they align with the progressive discipline process.

II. Policy**A. Contents of the Disciplinary File**

There shall be one (1) Disciplinary File consisting of:

1. A dated copy of all detailed outcomes related to BOT-UFF Policy on Disciplinary Action and Job Abandonment. For example, outcomes include written reprimands ,suspensions, Performance Improvement Plans.
2. Copies of any Performance Improvement Plans required as part of any disciplinary actions.
3. Documentation from the employee's supervisor indicating the employee has met any required condition of a disciplinary action, including Performance Improvement Plans.
4. Any written response by the employee to any document existing in their disciplinary file.

B. Contents of the Employee Review Processes File

Records of employee review processes that do not result in disciplinary outcomes shall not be stored in the Disciplinary File but shall instead be stored in an Employee Review Processes file. This file shall consist of:

1. A dated copy of all detailed outcomes related to BOT-UFF Policy on Neutral, Internal Resolutions of Policy Disputes that do not result in disciplinary outcomes.
2. Summaries of Concerns and Expectations which are documentation of verbal counseling.

C. Use of the Disciplinary File

The Disciplinary File can be used only in decisions concerning:

1. BOT-UFF Policy on Disciplinary Action and Job Abandonment
2. Post-Tenure Review decisions as required by Board of Governor's Policy
3. Merit award decisions

D. Use of the Employee Review Processes File

The Employee Review Processes File is for record keeping purposes. The only file that can be the basis for evaluation of an employee's performance is the Department's Evaluation File referred to in the Evaluation File Policy.

E. Access

The University shall take all reasonable steps to ensure that the Disciplinary File and the Employee Review Processes File are housed securely and are made available to the employee online. Because the Disciplinary File is an evaluation of the employee's academic performance, it is confidential and exempt from public records disclosure pursuant to Florida Statutes Section 1012.91(1)(a)

F. Anonymous Material

There shall be no anonymous material in the Disciplinary File or the Employee Review Processes File.

G. Removal of Contents

Materials may also be removed pursuant to the resolution of a grievance arising from the Collective Bargaining Agreement or of a complaint arising from a BOT-UFF Policy.

H. Limited Access Information

The Disciplinary File and the Employee Review Processes File shall be available for inspection only by the employee, his or her representative (upon written

81 authorization from the employee), University and Board officials who use the
82 information in carrying out their responsibilities, and others engaged by the
83 parties to resolve disputes, or by others by court order. Because the Disciplinary
84 File is an evaluation of the employee's academic performance, it is confidential
85 and exempt from public records disclosure pursuant to Florida Statutes Section
86 1012.91(1)(a)