

You are not alone.

If someone at Glendale Community College may be accusing you of misconduct, then know that you have rights, and the Guild is here to help you exercise your rights.

Read this brochure for more details, and don't hesitate to contact the Guild, your faculty labor union.



Glendale College Guild,
your faculty labor union

1500 N. Verdugo Road
Glendale, CA 91208
www.glendale.edu/guild

Is the District
trying to
discipline you?

**Handy advice
about your rights
from the
Glendale College
Guild**

Tel: 818 240 1000,
x5395

“We want to meet with you...”

Has the District asked to meet with you (to investigate, for example), which could lead to discipline of any kind?

Article III, Section 2-B of the Guild contract (a link to the contract is on the Guild website www.glendale.edu/guild) now requires that the District notify the faculty member of his or her right to have a Guild representative at the meeting.

When so notified, immediately contact the Grievance Officer and President of the Guild (x5395, or email addresses listed at www.glendale.edu/guild). They will assist you in eliciting from the District what the exact subject of the meeting is, and in obtaining copies (not summaries) of any complaints or derogatory claims made against you, far enough in advance of the meeting to allow adequate preparation. They will also help you select the Guild representative who will accompany you at the meeting.

If you are NOT notified about this right to representation, and the meeting turns out to be about potential disciplinary action, immediately ask that the meeting stop and be rescheduled so that you may exercise your right to Guild help and representation.

“We’ll decide what’s fair...”

Do you believe the District is not being fair to you in the disciplinary process?

Article III, Section 2-B of the Guild contract also now states that the District and the Guild shall be committed to the principles of due process, and to resolving performance problems at the informal level, whenever possible.

What does “due process” mean in this context? The disciplinary process must follow the established rules & principles and may not result in the unfair, arbitrary, or unreasonable treatment of a faculty member.

The rules and principles that govern the process include those in the California Education Code (http://www.leginfo.ca.gov/html/edc_table_of_contents.html), (especially sections 87666 to 87683 and 87732 to 87737), as well as the requirement that the process must be conducted in a timely fashion.

Do you question whether there is “just cause” for the discipline the district is trying administer to you?

Article III, Section 2-B also now guarantees that a faculty member shall not be reprimanded, suspended, or dismissed without just cause.

“We are in charge here...”

What does “just cause” mean in this context? Traditionally [Enterprise Wire Co. (46 LA 359, 1966)], there are 7 tests used to decide if there was just cause for disciplinary action:

- 1) Was the employee forewarned of the consequences of his or her actions?
- 2) Are the employer's rules the employee is accused of violating reasonably related to the efficiency and performance the employer might reasonably expect from the employee?
- 3) Was an effort made to determine whether the employee was “guilty” as charged?
- 4) Was the investigation conducted fairly and objectively?
- 5) Did the employer obtain substantial evidence of the employee's guilt?
- 6) Were the rules applied fairly and without discrimination?
- 7) Was the degree of discipline reasonably related to the seriousness of the employee's offense and the employee's past record?

Again, if you think the District is failing any of these tests, contact the Guild office at x5395 immediately.