

the situation. Thus for example, an employee may be given a final warning without having previously received an oral or first written warning.

In addition, warnings may also be given and relied on where there is a repetition of a specific type of unsatisfactory conduct or where the unsatisfactory conduct is of a clearly dissimilar or separate nature.

Where a warning has been given to an employee, the University may consider whether training, assistance or any other form of support is needed to assist the employee, and if so, whether the University will provide that support.

7. Record of Disciplinary Action

Where disciplinary action is taken, a note of the disciplinary action will be made and will be placed on the employee's personnel file.

8. Personal Grievance Procedure

An employee aggrieved by any action taken by the University may pursue a grievance in terms of the personal grievance procedure set out in their Agreement or as provided under the [Employment Relations Act 2000 \(New Zealand Legislation website\)](#).

The employee must raise a personal grievance within 90 days of the action occurring, or within 90 days from the date the employee became aware of it. If the grievance is not raised within 90 days, it may be deemed to be out of time unless there are exceptional circumstances.

In a grievance relating to sexual harassment, the employee must raise a personal grievance within 12 months of the action occurring. This 12-month time period relates to sexual harassment events that happened or came to the notice of the employee on or after 13 June 2023.

If an employee is dismissed, they may within 60 days after the date of dismissal request the University to provide a statement in writing of the reasons for the dismissal. The University must provide the statement within 14 days after being asked, if it has not already been provided.

Related Documents and Information | He kero an

Legislation

[Employment Relations Act 2000 \(New Zealand Legislation website\)](#)

UC Policy Library

[Health, Safety and Wellbeing Policy](#)

[Staff Code of Conduct](#)

