

AIChE Projects Project Manager Strike System

American Institute of Chemical Engineers (AIChE) Projects
at University of California, San Diego

Last Updated: October 8th, 2019

Warnings

1. An AIChE Projects member will receive a warning if
 - (a) They fail to give advance notice a **minimum of 24 hours** in advance to the Program Manager or Program Director if a deadline cannot be met. *Exceptions based on emergency circumstances, e.g., a medical situation, will be made at the discretion of the leadership team*
 - (b) They consistently fail to keep general communication with the leadership team. Reasons include, but are not limited to:
 - i. Failing to respond to group messages if a response is prompted.

Strikes

1. An AIChE Projects member will receive a strike if
 - (a) They receive three warnings. *Note: six warnings leads to two strikes, and so on.*
 - (b) When overseeing their team's project work, at the discretion of the Program Manager, they fail to uphold Environment, Health & Safety (EH&S) for their team.
 - (c) They do not meet the event requirements for the respective quarter. *Exceptions based on emergency circumstances, e.g., a medical situation, will be made at the discretion of the leadership team* Event requirements include:
 - i. AIChE Professional Development Workshop
 - ii. AIChE Projects Technical Workshop
 - iii. (1) Outreach Event
 - A. Note: Any representative may fulfill this to avoid a strike for the PMs of the team, not just the individual PM. In other words, if any representative of the team works the event, the PM will not receive a strike.

- iv. PM-Leadership Meeting (PM Alignment Meeting in Spring)
- (d) They do not give the Program Director or Program Manager 24 hours advance notice if they must miss a mandatory AIChE Projects Event. *Exceptions for emergencies and unexpected events will be made at the discretion of the leadership team.* Mandatory AIChE Projects events include:
 - i. Fall Welcome Night
 - ii. Spring Showcase
- 2. Strike carry-over policy:
 - (a) Strikes will not carry over to the following academic year, but will carry throughout the quarters of that academic year

Consequences of Strikes

- 1. Strike one: Talk with Program Manager or Assistant Program Manager
- 2. Strike two: Talk with Program Director
- 3. Strike three: Termination of PM Position