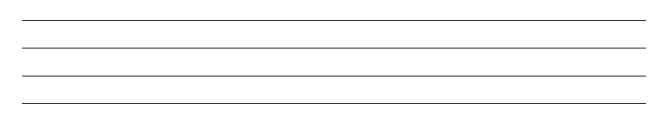
A.	DATE: B. TIME:		
C.	NAME OF EMPLOYEE:		
	ITLE:E. DEPT:		
F.	TYPE OF DISCIPLINARY ACTION:		
	1. VERBAL WARNING 2. WRITTEN REPREMAND		
	3. SUSPENSION 4. DEMOTION 5. DISMISSAL		
G.	EXPLANATION OF PREVIOUS RELEVANT DISCUSSIONS AND OR DISCIPLINE (IF APPROPRIATE):		
H.	DESCRIPTION OF SPECIFIC EMPLOYEE BEHAVIOR/ACTION(S) THAT CAUSED THE		

H. DESCRIPTION OF SPECIFIC EMPLOYEE BEHAVIOR/ACTION(S) THAT CAUSED THE VERBAL WARNING/WRITTEN REPRIMAND, AND THE RULE OR REGULATION VIOLATED (INCLUDE DATES):

I. DESCRIPTION OF SPECIFIC ACTION TO BE TAKEN BY EMPLOYEE TO CORRECT HIS/HER INAPPROPRIATE BEHAVIOR/ACTION(S):



J.	DESCRIPTION OF IMMEDIATE AND/OR FUTURE ACTION THAT WILL BE TAKEN BY
	SUPERVISOR IF THE EMPLOYEE FAILS TO CORRECT HIS/HER INAPPROPRIATE
	BEHAVIOR/ACTION(S):

## K. RIGHT TO HEARING/ACKNOWLEDGMENT OF RECEIPT:

An employee who has been disciplined has the right to a hearing on the charges. <u>The employee</u> also has the right to have representation at the hearing. If you desire to request a hearing you must submit a **Request for Hearing of Disciplinary Action** in writing to the Associate Dean of Human Resources within **ten** (10) working days after service of this notice.

I have been informed of the charges against me and of my right to request a hearing on this disciplinary action. I acknowledge receipt of a Request for Hearing of Discipline Action form.

Employee Signature:	DATE:
EMPLOYEE WAIVED RIGHT TO RE	PRESENTATION
UNION REPRESENTATION WAS PR	RESENT
Union Rep Signature:	TITLE:
L. DISCIPLINARY ACTION FORM ISSUED B	Y:
Supervisor/Director/Dean:	DATE:
Vice President/President:	DATE:
ginal: Human Resources	

Original: Human Re Copy: Employee