

A. DATE: \_\_\_\_\_ B. TIME: \_\_\_\_\_

C. NAME OF EMPLOYEE: \_\_\_\_\_

D. TITLE: \_\_\_\_\_ 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):

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

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

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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):

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K. RIGHT TO HEARING/ACKNOWLEDGMENT OF RECEIPT:

An employee who has been disciplined has the right to a hearing on the charges. The employee 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 REPRESENTATION

UNION REPRESENTATION WAS PRESENT

Union Rep Signature: \_\_\_\_\_ TITLE: \_\_\_\_\_

L. DISCIPLINARY ACTION FORM ISSUED BY:

Supervisor/Director/Dean: \_\_\_\_\_ DATE: \_\_\_\_\_

Vice President/President: \_\_\_\_\_ DATE: \_\_\_\_\_

Original: Human Resources  
Copy: Employee