**Employee Warning Notice**

**DATE:** *(Date of letter must be same date that the employee receives the letter.)*

**TO:** FIRST AND LAST NAME (#EMPLOYEE PID) <*Include middle/nickname if necessary.>*

**FROM:** <SUPERVISOR’S FULL NAME> (#SUPERVISOR PID)  
 <DEPARTMENT NAME> (#DEPT ID)

**RE:** <*Written Warning for Unsatisfactory Job Performance / Unacceptable Personal Conduct>*

**Purpose of Notification**

This Written Warning is being issued to you for <*Unsatisfactory Job Performance / Unacceptable Personal Conduct>*, specifically due to <…>.

**Relevant Past Occurrences and Active Disciplinary Actions**

*<Note any past relevant conversations with employee regarding this topic, including other documented clarifying conversations with the employee, relevant training, or other evidence showing that the employee was aware of expectations, etc. Include all active disciplinary actions, and list them with a brief synopsis (usually, the first paragraph from the disciplinary letter).>*

1. <*On <DATE> you and I met regarding <…> and I instructed you to <…>. On <DATE>, I sent you a follow-up email summarizing this conversation*.>
2. <*On <DATE> you attended a workshop on <…>>*
3. <*On <DATE> you received a Written Warning for Unacceptable Personal Conduct, specifically due to <…>>*

**Incident(s) Resulting in This Disciplinary Action**

*<Detail what occurred and be sure to include what information the employee provided to explain the incident, etc. When possible, note specific and relevant performance expectations that were not met and explain what is unacceptable about the employee’s work or actions. Include any specific consequences of the actions (e.g., resulted in an overpayment of $550, resulted in 10 students not receiving their checks on time, resulted in significant additional work for your co-workers, etc.).>*

1. <POINT #1>
2. <POINT #2>
3. ...

**Required Corrections and Timeline for Corrections**

*<Clearly and carefully detail required corrective actions or new expectations. Indicate any actions you as supervisor will take in order to support these corrections (e.g., I will send a staff memo explaining proper procedures, meet with you each week to discuss your process or review your work, etc.). Sufficient correction of performance issues generally needs to occur within 30 calendar days of receiving the written warning. Conduct corrections are expected to be immediate. If you will meet with the employee to discuss progress, include that here.>*

1. <POINT #1>
2. <POINT #2>
3. ...

**Consequences of Failure to Make Required Corrections**

If you fail to make and sustain these corrections, I will consider further disciplinary action, up to and including dismissal.

**Active Lifespan of this Disciplinary Action**

This disciplinary action has been issued pursuant to the University’s SPA Disciplinary Action & Related Separations Policy. This action will become inactive if:

1. 12 months have elapsed since the date of this disciplinary action and you have not received another disciplinary action, or
2. On your next annual performance appraisal, you receive at least a “Good” rating for your overall evaluation and receive at least a “Meets Expectations” rating for <*Perf.Goal/Org.Value XXX*>, which covers your <*XXXXXX*> responsibilities, or
3. Management chooses to inactivate this disciplinary action in less than 12 months.

If you receive another disciplinary action while this Written Warning is still active, then this Written Warning will remain active for the duration of the subsequent action. (The actions do not have to be related in content.)

**Records Retention & Access to Records**

Retention of disciplinary actions and related documents is governed by the University’s General Records Retention and Disposition Schedule.

If you are the selected candidate for another State position, the hiring supervisor is allowed to review your University Personnel File as part of the reference checking process. This includes, but is not limited to, your performance appraisals for the past three years, all active disciplinary actions, the date and type of each previously-issued disciplinary suspension or demotion, and any disciplinary documents related to a dismissal for cause from previous University employment, including all disciplinary actions active at the time of a dismissal. The hiring supervisor may factor this information into their final hiring decision.

**Appeal Rights**

Written Warnings are not grievable under the University System SPA Employee Grievance Policy. For information on alternative dispute resolution programs, contact Employee & Management Relations at XYZ

**Supervisor’s Signature**

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*<NOTE: AN EMPLOYEE’S SIGNATURE IS NOT REQUIRED BUT IS RECOMMENDED; YOU ARE NOT REQUIRED TO INCLUDE THE EMPLOYEE’S ACKNOWLEDGEMENT SECTION BELOW.>*

**Employee’s Acknowledgement**

I acknowledge that I have received this disciplinary letter. I understand that my signature below does not necessarily imply agreement with the statements made in this document or the disciplinary action taken.

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**cc:** NAME <*Chair/Director/Dean of the Department/Division/School*>  
NAME <*HR Officer*> (for department personnel file)  
Employee & Management Relations, Office of Human Resources