**Please submit a draft of this letter to Employee Relations for review before giving the letter to the employee.**

**Written Warning Template**

(Use your letterhead)

**DATE:** *(Date)*

**TO:** FIRST AND LAST NAME

**FROM:** SUPERVISOR’S FIRST AND LAST NAME

TITLE

DEPARTMENT, DIVISION

**RE:** Written Warning for (*Unsatisfactory Job Performance/Unacceptable Personal Conduct/Grossly Inefficient Job Performance*)

**Purpose of the Notification:**

You are being issued a written warning for *(Unsatisfactory Job Performance/Unacceptable Personal Conduct/Grossly Inefficient Job Performance*) as defined in Section 7, page #, (*page 4 for job performance/ page 3 for personal conduct/grossly inefficient page*) of the State Human Resources Manual. (*If Unacceptable Personal Conduct, list the violations.) (Also include violation(s) of any internal policy (ies) or procedure(s) if it is a violation of a known or written work rule.) (If violation is unsatisfactory job performance, include the definition—i.e., unsatisfactory job performance is defined as, “work-related performance that fails to satisfactorily meet job requirements as set out in the relevant job description, work plan, or as directed by management.”)*

**Specific factual reasons for the action:**

*State how management was made aware of the incident. Using names, include who reported the incident to whom, on what date, and the details of the report. Also, using names and titles, list any witnesses to the incident and observers/reviewers of video surveillance, etc. Include verbiage from written statements from everyone involved, if available. Cite specific policy violation(s) and quote the policy (ies). Cite examples of how the actions of the employee violated the policy cited. State the performance expectations and what interventions have occurred (i.e., coaching/counseling, improvement plan, training, etc.).*

**List Relevant Past Occurrences and Active Disciplinary Actions:**

*Note any past relevant conversations with the employee regarding this topic, including other documented 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*.

You currently have X . . . in your personnel file, specifically due to *Unsatisfactory Job Performance / Unacceptable Personal Conduct/Grossly Inefficient Job Performance*.

You attended training (*name of training*) on this (*date*).

You received documenting coaching/counseling on (*date or dates*).

**Specific improvements/timeframe allowed to resolve the performance or conduct issue:**

*Specifically detail required corrective actions or new expectations. Indicate actions that will be taken in order to support the employee in making corrections to his/her performance (e.g., meeting, shadowing, training etc.). Sufficient correction of performance issues generally needs to occur within 30-60 calendar days of receiving the written warning. Conduct corrections are expected to be immediate.*

**Example:**

1. *Meet the performance expectations of your position.*
2. *Comply with all agency/university policies and procedures, including ABC.*
3. *Complete the remaining case files by December 15, 2015.*
4. *Notify me immediately if you encounter any problems and need assistance.*

**State the ramifications of a failure to make the required improvement:**

Failure to make improvements as indicated above or any other incidents of unsatisfactory job performance and/or unacceptable personal conduct will result in additional disciplinary action up to and including dismissal. We will meet again within 60 days of this Written Warning to discuss improvements or remaining concerns in your work.

**Referral to EAP if appropriate (optional):**

The Employee Assistance Program (EAP) is a confidential service designed to help employees resolve problems that may be affecting their personal or work life. EAP provides confidential referrals to appropriate resources. If you wish to schedule an appointment or seek additional information, please contact ComPsych at 1 (866) 511-3373, or you may contact Linda Mangum in Human Resources at (336) 285-3769.

**Reinforcement:**

I am confident that we can work together to correct and/or improve your performance and look forward to a positive resolution. If additional assistance is needed, please contact me at (*number)*.

**Employee Rights:**

Written Warnings are not grievable. If you choose to write a statement for the file, you should forward your letter to *Name,* Human Resources Manager/Director or designee, within fifteen (15) calendar days of receipt of this written warning. Your letter will be placed in your personnel file along with the written warning.

This disciplinary action is being issued pursuant to the North Carolina A&T State University Disciplinary Action policy. This action will be inactivated in accordance with policy if:

1. Eighteen (18) months have elapsed since the date of this disciplinary action and you have not received another disciplinary action, or
2. (*For Performance Only*) On your next annual performance review, you receive at least a “Meets Expectations” rating for your overall evaluation and receive at least a “Good” rating on the principal function <xx>, or
3. Management chooses to inactive this disciplinary action in fewer than 18 months.

**Supervisor’s Signature**

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

**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 but is an acknowledgement of receipt only.

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

cc : *Appropriate Chain of Command*

*Personnel File*