

REASON FOR CONFERENCE: Attendance Performance Misconduct

Employee: _____

PeopleSoft ID: _____

Job Title: _____

Hire Date: _____

Supervisor: _____

Conference Date: _____

TYPE OF ACTION: Written Reprimand Final Reprimand and/or Suspension Termination

PREVIOUS CORRECTIVE ACTION:

FACTS:

OBJECTIVE(S):

SOLUTION(S):

ACTION(S):

Time Frame for Improvement: _____

Follow-Up Date: _____

You may have the right to respond to this disciplinary action in writing and/or appeal it in accordance with the University's employee grievance policy (Employee Relations, Grievance, and Appeal 02.A.05)

I acknowledge receipt of the above formal record. My signature does not necessarily indicate my agreement with this personnel action.

Employee Signature

Date

Supervisor Signature

Date

Department Leader Signature

Date

Human Resources Review

Date