



Disciplinary Action Notice

Employee Name:	Supervisor Name:
Employee ID:	Department:
Job Title:	Date:

Disciplinary Level:

- Oral Warning
- Written Reprimand (Job in Jeopardy)*
- Suspension Without Pay*
- Termination*

*Action requires HR Review. See [System Administration Policy 03.403 Staff Employee Discipline](#).

Prior Notifications:		
Level of Discipline	Date	Subject
Oral Warning		
Written Reprimand		
Suspension		

Reason for Disciplinary Action

System Administration Policy 03.403 Staff Employee Discipline violation:

Date of occurrence:

Incident description and supporting details:

Action plan and expectations:

You are expected to follow this plan, department work rules and System Administration policy. Your overall performance will be closely monitored to ensure you are meeting departmental and System Administration standards. Failure to follow the plan, departmental rules or System Administration policy may result in more severe disciplinary action, including termination.

Employee Acknowledgment

Please be aware that this may be placed in your personnel file. You may not be entitled to transfer, promotion or merit increase until you have demonstrated satisfactory work performance/conduct. You have the right to grieve this action under UNT System Administration Policy 03.1001, Employee Grievance. A copy of this policy is attached.

You have ten (10) working days from the date you acknowledge receipt of the notice to file a written reprimand grievance. If you have any questions concerning the process, contact System Administration Human Resources, at HR@untsystem.edu.

Signature indicates that you have read and received a copy of this form and understand your right to grieve this action. it does not necessarily indicate agreement with its contents.

Employee Signature: _____ Date _____

Manager Signature: _____ Date _____

Witness Signature: _____ Date _____

If employee refuses to sign.

Attachments:

System Administration Policy 03.1001 Employee Grievances