

Date:

To:	Department:
If applicable: <i>Counseling / Warning on this topic was previously provided to employee on:</i> _____	DISCIPLINARY ACTION TAKEN:
	<input type="checkbox"/> Written Reprimand
	<input type="checkbox"/> Suspension - Duration: _____
	<input type="checkbox"/> Termination (specific charges will be attached)

Your performance has been found unsatisfactory for the reason(s) set forth below. This notice is imposing disciplinary action in accordance with the terms of the CSEA Agreement,

- Based on prior counseling / warning (progressive discipline) -OR-
- Based on the severity of the underlying conduct (serious misconduct)

.Details of unacceptable conduct/behavior (attach additional sheets if necessary):

Directives for Improvement (attach additional sheets if necessary):

Date of next meeting for follow-up:

Employee's Acknowledgment:

I have received and reviewed this Disciplinary Notice and am signing here to reflect that receipt. My signature does not necessarily indicate my agreement with the contents of the notice. I have been informed that a copy of this notice will be placed in my personnel file.

 (Signature)

 (Date)

- If applicable:**
- I have informed the employee of Employee Assistance Program (EAP)
 - I have informed the employee to contact the Office of Human Resources for further assistance that may be available.

Delivery method of this form to the above employee:

Personally delivered by: _____
(Printed Name) (Date)

Mailed to Home Address by: _____
(Printed Name) (Date)