

Date

Employee Name

Address

Address

Dear _____:

This letter communicates my decision concerning the recommendation for disciplinary action due to your unsatisfactory job performance [grossly inefficient job performance, or unacceptable personal conduct].

1. On (date), you were given a Written Warning for job performance because your last three bi-weekly fiscal reports were late and contained numerous errors.

The specific performance issues giving rise to the recommendation for disciplinary action are:

2. Since the Written Warning, you failed to submit a written proposal for the grant fund tracking system by the established (date) deadline which was included in the specifications of your assignment for this proposal. The assignment was given to you four weeks ago. As of today you have not submitted even the outline of the proposal.

A pre-disciplinary conference was conducted on (date). Present at the conference were you, me, and (name) from Human Resources Administration. In response to the concerns listed above, you discussed the activities you had undertaken to improve your performance, including registering for a correspondence course in record keeping.

Despite your efforts, your work continues to be late. Based on my review of all information available, including your comments (or lack of comments) during the predisciplinary conference, you will be suspended without pay for one work week, Monday, (date), through Sunday (date). If after your return to work on Monday, (date), you do not make the necessary job performance improvements within the next 30 days we will consider further disciplinary action, up to and including dismissal. This disciplinary action will remain active in your personnel file until (not to exceed 12 months).

You have the right to appeal this suspension without pay under the University's Dispute Resolution and Staff Grievance Procedure. A copy of the Procedure is enclosed. If you have questions about your appeal rights, call Human Resources Employee Relations Manager at 334-7226.

Sincerely,

(Supervisor's Signature)

c: Dean/Director

Departmental files

Employee Records

Director of Human Resources

**An employee must have at least one active disciplinary action before he/she can be suspended without pay for unsatisfactory job performance. No prior discipline is required for grossly inefficient job performance- or conduct-based disciplinary action. A predisciplinary conference must be conducted prior to an employee's disciplinary suspension without pay. A draft of a suspension letter must be approved by the Director of Human Resources (334-7862 or 334-7226) prior to presentation to the employee. If this disciplinary action is due to grossly inefficient job performance or personal conduct, modify the letter accordingly.*