

Classified Employee Disciplinary Notice Form

University of Arkansas at Little Rock

Type of Notice

- Oral Warning
- Written Warning
- Suspension
- Termination

NOTE: All terminations must be communicated to the Department of Human Resources prior to notifying employee.

Employee Name: Title:

Date: Department:

Purpose for notice -- (Explain in detail or attach memorandum. If additional space is needed, use blank paper.)

Employee's comments ---- opportunity to comment declined by employee

Signatures:

Supervisor's Signature: Date:

Employee's Signature: Date:

Employee's signature indicates receipts of notice only, not necessarily agreement with content. If employee chooses not to sign, the supervisor is to indicate so in the comment section below.

Comments:

Instructions:

Purpose: To issue warnings of disciplinary infractions as established in the Classified Employee Disciplinary Policy

Oral Warning

1. Complete form
2. Conduct counseling with employee.
3. Obtain employee comments if any, signature and date
4. Give employee a copy. Department retains the original.
5. The Department of Human Resources is sent a copy

Written Warning and/or Suspension or Termination

1. Complete form
2. Obtain all necessary signatures
3. Route all copies to the Department of Human Resources for review before notifying employee of termination.
4. Conduct conversation with employee.
5. Obtain employee comments if any, signature, and date
6. Give employee a copy. Department retains a copy. Original forwarded to the Department of Human Resources.

NOTE: Supervisors should consult with the Department of Human Resources prior to issuance of disciplinary notice.