

FORM 4

HIGHLIGHTS OF A CONDITIONAL EMPLOYMENT AGREEMENT

The following conditions of employment and the signed agreement commit the undersigned to the required terms due to concerns that have arisen regarding inappropriate behaviors of the employee,

(List employee's name, department, and position title)

Inappropriate conduct in the (Location of incident) on (Date of incident) and violation of

(Identify policy, rule regulation and/or procedures violated) are of concern to Indiana University.

Below are terms of your continued employment with Indiana University.

- A. A brief description of what happened, including date(s), time of incident(s), and location(s).
B. The terms of the agreement. Examples include:
- Suspension (include details such as with or without pay, begin and end dates, etc.)
- Agreement to refrain from the specific non-tolerated behavior(s)
- Required EAP assessment, counseling, and/or recommended treatment, and/or other provider care
- Specific assessment and/or treatment program: Drug rehabilitation program, anger/stress management program, etc.
- Required release of information regarding recommended rehabilitation program(s) and successful completion from EAP and/or any other care provider
- Required meeting and/or counseling with university departmental assistance such as Affirmative Action, UHRS Training and Development, etc.
- Compliance with specific policy (identify policy and specific provision) and/or rule, regulation, departmental procedures, etc.
- Must test negative to drug screen prior to returning to work.
C. Ways in which the agreement may be violated and the consequences of such actions. Examples include:
- Violation Examples:
- Failure to submit to or pass a substance screen
- Failure to follow through with required counseling, assessment, and/or treatment
- Any violation of this Conditions of Employment Agreement
- Any violation of the Substance-Free Policy
- Any violation of an Indiana University policy, rule, regulation, and/or departmental policy
- Consequence Example:
- Any violations of the agreed terms and conditions for your continued employment may result in your suspension and/or termination

Agreed and signed this day of , 20

Employee Signature

Supervisor Printed Name

Department Dean or Director's Printed Name

Union President (if applicable) Printed Name

University Human Resource Services Representative Printed Name

Supervisor Signature

Department Dean or Director's Signature

Union President (if applicable) Signature

University Human Resource Services Representative Signature