



University Information
Technology Services

UITS Student Employee Disciplinary Action Instructions

This form is used to document all UITS disciplinary actions concerning students (including warnings, steps, and terminations).

This form must be thoroughly completed, signed, approved by the Human Resources Assistant, and given to your employee within two working weeks of the occurrence in question.

Please carefully read and follow these instructions:

1. Before filling out this form, you must verify the number of steps that the employee currently has. To do this, visit Student Human Resources (located in Bolton 214). Human Resources keeps records of all documented employee discipline and can allow access to employee files during their posted office hours.
 - a. If this is a warning or a disciplinary step other than step four, proceed to section two of this form.
 - b. If this is a fourth step of an employee termination, proceed to section three of this form.
2. For a *warning or an student employee's 1st, 2nd, or 3rd disciplinary step*, you must:
 - a. Fill out the form completely and precisely. Describe the circumstances of the incident in the "Description" section, what the employee should have done in the "Employee Action to be Taken" section, and the potential future consequences in the "Consequence should incident occur again" section.
 - b. Before meeting with your employee, have the form reviewed and approved by the HR Assistant, and (if applicable) your UITS full time manager.
 - c. Meet with the student employee and concisely explain the incident, the importance of proper behavior, and further consequences should the behavior continue.
 - d. After the employee signs the form, turn it into Human Resources to be filed in a timely manner.
3. For a *4th step or an employee termination*, you must:
 - a. Fill out the form completely as described in section 2a of this page.
 - b. Before meeting with your employee, you absolutely, unconditionally, and with no exceptions, must contact and meet your UITS full time supervisor, the HR Assistant and the UITS Human Resources Manager to discuss and agree on an appropriate course of action.
 - c. Meet with the employee at the next available time and follow through with the termination or suspension.
 - d. After the employee signs the form, turn it into UITS Student Human Resources to be filed in a timely manner.

Employee Counseling and Disciplinary Notice

Employee Name: _____

Date of Notice: _____

Department: _____

Initiating Supervisor: _____

Description of Behavior/Performance Gap

Date of Incident: _____

Time: _____

Description: _____

Employee Action to be Taken (How will Behavior/Performance be Corrected)

Employee Statement

I agree with my supervisor/manager's statement.

I disagree with my supervisor/manager's description of behavior/performance for these reasons.

Supervisory Action(s) to be Taken

Employee Counseling

Warning

Review & Sign Work Rules

Suspension*

Review Applicable Policy

Discharge*

Review Position Description

Review Expectations

Other

Indicate Progressive Discipline Action If Applicable

Step 1 – Initial disciplinary action

Step 2 – Follow up disciplinary action

Step 3 – Follow up disciplinary action

Step 4 – Final Action

*These actions require approval from the Student Manager and a UITS Supervisor

Consequences should incident occur again:



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I have read and understand this Employee Corrective Action Notice.

UITS HR Assistant (Print)	UITS HR Assistant	Date
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UITS Supervisor/Mentor/Manager Name (Print)	UITS Supervisor/Manager Signature	Date
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Employee Name (Print)	Employee Signature	Date
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Employee's Supervisor/Manager Name (Print)	Supervisor/Manager Signature	Date
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The following signature is only necessary in the event of a suspension or dismissal.

UITS Human Resources Manager Name (Print)	UITS HR Manager Signature	Date
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Pursuant to the provisions of the UWM Student Employee Grievance Procedure, the student employee is entitled to appeal this action provided the appeal is presented within 14 days of the date of this action. Copies of the Student Employee Grievance Procedure are available from the Office of the Dean of Students or the Financial Aid Office.

Routing: Employee HR/Personnel File
 Supervisor