

HOW TO USE THE DISCIPLINARY ACTION FORM

STATEMENT OF PHILOSOPHY

Supervisors should bring employee work-related behavior problems to the attention of the employee as soon as the behavior becomes troublesome. Such communication taking place before the initiation of disciplinary action may often encourage the employee to correct work-related behavior problems before disciplinary action becomes necessary.

GENERAL INFORMATION

The contracts with AFSCME governing Unit 6 and Unit 7 employees require the documentation of all disciplinary actions (including oral warnings) on a standard form. This form should be carefully filled out and sent to the appropriate parties as listed below. Supervisors should refer to the contract article on DISCIPLINE and may wish to consult with Judith Karon (726-6326) Annette Blais (726-6520) whenever compelled to take disciplinary action and/or in filling out this form.

DEFINITION OF TERMS

Effective Date: Effective date of disciplinary action.

Employee Name/S.S.#: Employee's proper full name and Social Security number.

Classification/Start Date: Employee's classification title, number, and start date in department.

Department/Location/Phone: Employee's department, campus address, and campus phone number.

Supervisor/Title: Proper full name and title of employee's immediate supervisor.

Action being taken: Indicate what disciplinary step is being taken (oral warning, written warning, suspension, or discharge).

Employee offered right to Union representation: Employee or witness (other than immediate supervisor) must sign to verify that employee was offered right to union representation.

Nature of incorrect work-related behavior: Specific objective job-related clarification of incorrect behavior for an ORAL WARNING. If the action being taken is a written warning, suspension, or discharge, the disciplinary letter must be attached.

For example:

Show that violation is directly linked to written or understood policy (reference policy or rule) by the employee.

Show that unacceptable performance is contrary to a written job description, performance appraisal, or mutually agreed on verbal performance expectation.

Date of action: Date employee receives/reviews Disciplinary Action Form/Letter.

Employee's/supervisor's acknowledgment of receipt: Employee's signature is voluntary; however, the supervisor's signature is mandatory. If the employee does not sign, then a witness must sign.

Copies of this form must be sent to:

Step I - Oral Warning - Employee and department must receive copies

Step 2 - Written Warning - Employee, department file, and Human Resources records

Step 3 - Suspension - Employee, Union steward, department file, Human Resources records

Step 4 - Discharge - Employee, Union steward, department file, Human Resources records

UMD Department of Human Resources
255 Darland Administration Building
Duluth, MN 55812

DISCIPLINARY ACTION FORM

(To be completed by the supervisor and signed by the employee)

Effective Date: _____			
Employee Information			
Employee Name	S.S.#		
Classification	Phone		
Department	Location		
Supervisor Information			
Name	Phone		
Title	Location		
Action being taken (check one)			
Step 1/Oral warning	9 Step 2/Written warning	9 Step 3/Suspension	Step 4/Discharge
Employee offered right to Union representation: 9 Yes Employee or Witness Signature: _____			
<p>Nature of incorrect work-related behavior: (Please succinctly state inappropriate/incorrect behavior, dates of occurrence, supervisory action taken to date, etc. for an oral warning. If the action taken is a written warning, suspension, or discharge, please attach a copy of the disciplinary letter presented to the employee.)</p>			
<p>Employee's acknowledgment of receipt: _____ Employee's comments (Were the problem and the supervisor's expectations made clear to you?)</p>			
<p>Please sign this form to acknowledge receipt. Refusal to sign will not invalidate the disciplinary action.</p>			
Employee's signature _____		Date _____	
Supervisor's signature _____		Date _____	

Copies of this form must be sent to:

Oral Warning

c: Employee
Department

Written Warning

c: Employee
Department
HR Records

Suspension

c: Employee
Department
HR Records
Union Steward

Discharge

c: Employee
Department
HR Records
Union Steward