



WINSTON-SALEM STATE UNIVERSITY

SHRA DISCIPLINARY ACTION REPORT

Employee Name: _____ Department: _____

Disciplinary Action Type: _____ Job Performance
_____ Personal Conduct

Date warning prepared: _____

Have previous documented counseling sessions or warnings been given: Yes _____ No _____

Date(s): _____

DISCIPLINARY ACTION FOR THIS INCIDENT:

- _____ First Written Warning
- _____ Final Written Warning
- _____ Suspension without Pay
- _____ Demotion
- _____ Dismissal

*Pre-Disciplinary Conference Date: _____

NOTE: This is a list of disciplinary actions, but it is not a sequence in which actions must be administered.

*Required for Dismissal, Demotion, Suspension without Pay

REQUIRED SIGNATURES

1. _____ Manager/Supervisor _____
Date
2. _____ AVC/Director _____
Date
3. _____ *Chancellor/Vice Chancellor _____
Date
4. _____ EEO Officer _____
Date
5. _____ AVC/Director for Human Resources _____
Date
6. _____ Employee _____
Date

*Generally, Chancellor will sign only if the manager administering the action reports directly to the Chancellor.

Employee must be given a copy of the University of North Carolina SHRA Grievance Policy.

Employee's signature is an acknowledgement of receipt of the disciplinary action. Signature does not imply agreement or disagreement.

Distribution: Original – Human Resources. Copies- employee and supervisor.