



WINSTON-SALEM STATE UNIVERSITY

PROBATIONARY EMPLOYEE DISMISSAL REPORT

Employee Name: _____

Department _____

Date of Dismissal: _____

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.
