

DATE:

TO:

FROM:

RE: Disciplinary Decision of Suspension without Pay

Purpose of Notification

Relevant Past Occurrences or Active Disciplinary Actions

Incidents Resulting in The Pre-Disciplinary Conference

Additional Information Provided at Pre-Disciplinary Conference

Disciplinary Decision

Required Corrections upon Return to Work (including Management Responsibilities)

Timeline for Corrections and Consequences of Not Making Required Corrections

If you fail to make and sustain these corrections, I will consider further disciplinary action, up to and including dismissal.

Period of Time for which Disciplinary Action will be Active

This disciplinary action is being issued pursuant to the OSHR SHRA Employees Disciplinary Action Policy. This disciplinary action will be inactivate if:

If you receive another disciplinary action while this action is still active, then this action will remain active for the duration of the subsequent action, provided that the entire active period for this action does not exceed 36 months. (The actions do not have to be related in content.)

Inactivation of this disciplinary action shall not be interpreted to mean that any compensation not received during the suspension without pay shall be restored.

Records Retention & Access to Records

Retention of disciplinary actions and related documents is governed by the University's General Records Retention and Disposition Schedule. In addition, Article 7 of Chapter 126 of the North Carolina General Statutes provides that the date and type of each suspension without pay action is public information and must be released if requested.

If you are the selected candidate for another State position, the hiring supervisor may be allowed to review portions of your University Personnel File as part of the reference checking process. This may include, but is not necessarily limited to, performance management documents, the date and type of each previously-issued disciplinary suspension or demotion, and dismissal for cause documents from previous University employment. The hiring supervisor may factor this information into the final hiring decision.

Appeal Rights

Human Resources Director
Office of Human Resources
203 Eller Hall
Winston-Salem State University
Winston-Salem, NC 27110

A copy of the University of North Carolina SHRA Grievance Policy has been attached for your information. If you have questions about your appeal rights, you may contact the Human Resources Director for Employee Relations & Talent Management.

Supervisor's Signature

Supervisor's Signature: _____ Date: _____

Print Name/Title: _____

Employee Acknowledgement

I acknowledge that I have received this disciplinary letter. I understand that my signature below does not necessarily imply agreement with the statements made in this document or the disciplinary action taken but is an acknowledgement of receipt only.

Employee's Signature: _____ Date: _____

Print Name: _____

Attachment: University of North Carolina SHRA Grievance Policy
SHRA Request to Appeal Form

cc: NAME (Vice Chancellor)
Director/Chair/Dean/Assoc. or Asst. VC
Human Resources Director for Employee Relations & Talent Management
Department Personnel File