

## Oral Warning Disciplinary Action

See instructions on following page.

Date
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### Employee Information

Name	Empl ID
Classification	Phone
Department/ Entity	Location

### Supervisor Information

Name	Phone
Title	Location

### Employee offered right to union representation

Employee/Witness Signature
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### Nature of inappropriate work-related behavior

Please succinctly state inappropriate behavior, dates of occurrence, supervisory action taken to date, etc. for an oral warning.

### Signatures

Employee/Witness	Date
Supervisor	Date

**Failure to correct the issue(s) outlined above will result in further disciplinary action.**

# ORAL WARNING DISCIPLINARY ACTION INSTRUCTIONS

## STATEMENT OF PHILOSOPHY

If supervisors notice work-related behavior problems, they are encouraged to bring these problems to the attention of the employee. When such communication takes place before disciplinary action is initiated, it may often be sufficient to correct the work-related behavior problems. Employees or supervisors are encouraged to consult Union or Human Resources representatives in order to help solve the problem.

## GENERAL INFORMATION

The contract agreement with AFSCME, which governs employees in Bargaining Units 6 and 7 (Locals 3800, 3801 and 3937), requires that all disciplinary actions (including oral warnings) be documented on a standard form. This form should be completed in full and sent to the appropriate parties listed below. Supervisors should review Article 22, Discipline (and any other appropriate provision), and consult with a Human Resources Consultant prior to either initiating disciplinary action against an employee or completing the Disciplinary Action Form.

## DEFINITION OF TERMS

**Date:** Date of disciplinary action.

**Employee Name/Empl ID:** Employee's proper full name and Employee ID number.

**Classification:** Employee classification title and number.

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

**Supervisor/Title:** Proper full name and title of employee's supervisor who is taking an action.

**Right to Union Representation:** Employees must be informed of the right to union representation at any stage of the disciplinary process. The employee may not be compelled to document by way of signature the fact that they have been informed of this right. If an employee refuses to provide their signature, a witness (someone other than the immediate supervisor) should sign to verify the fact that the employee was given notification.

**Nature of Incorrect Work-Related Behavior:** Specify the inappropriate behavior. Some specific examples of inappropriate work behavior might include:

- Showing that the violation is directly linked to an established verbal or written policy/rule (cite the policy/rule).
- Showing that the unacceptable behavior is contrary to a written job description, performance appraisal or mutually agreed verbal performance expectation.

**Employee's, Supervisor's signature:** The immediate (or acting) supervisor must sign the form. The employee may not be compelled to sign, and if the employee does refuse to sign, a witness (other than the supervisor) should sign and mention the employee's decision to refuse to sign the form.

**Copies of this form must be sent to:** Employee and department/administrative unit.