



Michigan State University
NOTICE OF NON-ACADEMIC DISCIPLINARY ACTION

Place an X in the appropriate shaded area, i.e., verbal warning, written reprimand, etc. Tab to additional appropriate shaded areas and begin typing.

Written record of: [ ] verbal warning, [ ] Written reprimand, Suspension [ ] for days, [ ] Discharge

Employee \_\_\_\_\_ Classification \_\_\_\_\_ MSU employment date \_\_\_\_\_
Supervisor \_\_\_\_\_ Title \_\_\_\_\_ Department \_\_\_\_\_

I. Disciplinary action is being taken on \_\_\_\_\_ for the following reasons (include date(s) of infraction):

II. Explanation (include dates and explanation of previous relevant discussions and/or discipline):

III. The following corrective action is expected of the employee:

Future infraction(s) may result in:

TO BE COMPLETED ONLY WHEN AN EMPLOYEE IS SUSPENDED WITHOUT PAY (Check one box)
[ ] Disciplinary suspension for \_\_\_\_\_ day(s) beginning on \_\_\_\_\_ at \_\_\_\_\_
[ ] The employee is to return to work on \_\_\_\_\_ at \_\_\_\_\_

[ ] Union/Association representative was present. [ ] Employee waived right to have Union/Association representative present.

SIGNATURES

Employee \_\_\_\_\_ date \_\_\_\_\_

Supervisor \_\_\_\_\_ date \_\_\_\_\_

(Employee signature indicates receipt of form and does not necessarily indicate concurrence.)

Employer representative/Title \_\_\_\_\_ date \_\_\_\_\_

[ ] Employee declined to sign

- Distribution of copies:
1 copy to employee
1 copy to department
1 copy to Union/Association
1 copy to Employee Records
1 copy to Employee Relations

A copy of this form will be placed in the employee's official personnel folder.