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| **VIRGINIA COMMONWEALTH UNIVERSITY****UNIVERSITY AND ACADEMIC PROFESSIONALS PROGRESSIVE DISCIPLINE FORM** |

**Employee Information**

**Employee’s Name**: **V#**:

**Department**: **School/Division**:

**Date(s) of Performance/Conduct**: **Issued Date**: DATE

**Issued by**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Name Title Signature**

**Nature of Offense and Evidence:** Describe the offense and give an explanation of the evidence. (Additional documentation may be attached.)

**Notice of Written Warning I / Written Warning II / Imposed Probation**

 [ ]  Written Warning I **– Reason**

 [ ]  Written Warning II **– Reason**

 [ ]  Notice of Imposed Probation – Attach the required form to this document

**Notice of Suspension**

[ ]  Suspension from: DATEthrough**:** DATEReturn to Work: DATE

 **#** of Days Suspended: Number [ ]  With Pay [ ]  Without Pay

**Notice of Demotion**

 [ ]  Reduced Duties with % disciplinary pay reduction**.** New Salary is $ **Effective**: DATE (ePAF required)

 [ ]  Disciplinary Transfer – Same Level with % disciplinary pay reduction. **Effective**: DATE (ePAF required)

 [ ]  Demotion to Lower Level with % disciplinary pay reduction. **Effective**: DATE (ePAF required)

 New Job Title: New Job Level #: New Location:

**Notice of Dismissal**

[ ]  **Termination** **Effective**: **DATE**

**Additional Circumstances considered**

Describe any circumstances or background information used to mitigate (reduce) or to support the disciplinary action above.

**Notice to Employee**

It is expected that the situation described above will be corrected immediately in accordance with the Working @ VCU: “Great Place” HR Policies for employees and/or the performance measures outlined in your position description and your Talent@VCU goals. In the event that this situation is not corrected, or another offense occurs, you may be subject to further disciplinary action as outlined in the Working @ VCU: “Great Place” HR Policies. **If you wish to appeal** **this disciplinary action, you may do so under the Dispute Resolution provision**. For more information about the dispute resolution process contact the VCU HR Employee Relations at (804) 828-1510 or go to [Dispute Resolution](https://insidehr.vcu.edu/guidelines/employee-relations/university-and-academic-professionals/dispute-resolution/).

**Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Your signature only acknowledges receipt of the notice and notes the date of receipt.** Your signature does not imply agreement or disagreement with the notice itself. If you refuse to sign, someone in a supervisory position within the agency will be asked to initial the form indicating that you received a copy of the form and date of receipt.

[ ]  **Employee refuses to sign/unavailable to sign Manager / HR Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  **Employee refuses to sign Employee Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Copies of this document must be submitted to: Employee, VCU HR Employee Relations, HR Professional/Consultant. Accompanying ePAFs must be submitted to VCU HR Operations for any actions affecting the employee’s compensation.**