HAND DELIVERED or REGULAR AND CERTIFIED MAIL

August 16, 2012

Name  
Address  
City, State Postal Code

RE: Pre-disciplinary Notice

Dear Name:

This letter is to advise you of a pre-disciplinary meeting scheduled for Day, Date, in Place, at Time. The purpose of this meeting is to discuss your misconduct/behavior/actions [use appropriate descriptor]**,** in your position as Title, in Department, at Washington State University (WSU), which occurred on or about Month Year through Month Year.

Specifics as to why disciplinary action is being considered are outline below.

[In this portion of the letter, provide details of alleged misbehavior. etc. The letter should list applicable dates, times, names of witnesses or supervisors who are aware of the conduct. Give the alleged facts – don’t say how awful the behavior is/was. If it is determined that discipline should be pursued, implications of the behavior can be addressed in the disciplinary letter.]

If correctly reported, these actions may constitute just cause for discipline. Actions being considered include reduction in pay, suspension without pay for up to fifteen (15) calendar days, demotion and dismissal.  The scheduled optional meeting is intended to provide you with a reasonable opportunity to present reasons, either orally or in writing, why disciplinary action should not be taken against you.

In determining the level and type of disciplinary action to impose, if any, consideration will include a review of your prior employment history at WSU including but not limited to prior corrective or disciplinary actions, notices regarding expectations and/or WSU policies, attendance, evaluations, trainings, commendations, etc.

You are welcome to bring a co-worker with you to the meeting.  If you are unable to attend the meeting, or should you choose to respond in writing, your written response must be received by me no later than Date of meeting, at 5:00 p.m.   Failure to attend the meeting,   to request to re-schedule the meeting or to provide a written response will communicate that you do not plan to provide reasons why disciplinary action should not be taken against you.

Sincerely,

[A list of appointing authorities can be found at [hrs.wsu.edu/ApptAuth](http://www.hrs.wsu.edu/Utils/File.aspx?fileid=252)]

Appointing Authority Name

Title

[Manager could sign this notice if necessary copying appointing authority. If disciplinary action is taken following pre-disciplinary meeting – Action letter MUST be signed by appointing authority)

cc: Manager, Title

HRS Employment Services