Hand Delivered or Sent Certified and Regular Mail

DATE

Employee Name

Address

City, State Zip

RE: Disciplinary Action

Dear Mr./Ms. Employee Name:

**NOTICE**

This is official notification of your [reduction in pay, demotion, suspension, dismissal, immediate dismissal – only one] from your position as a(n) Title at Department, Washington State University (WSU) effective at the end of your shift on Date.

**VIOLATIONS**

This disciplinary action is being taken in accordance with Article XX of the 20XX-20XX WSU/Washington Federation of State Employees (WFSE) or WSU/WSU Police Guild collective bargaining agreement (Contract). You are being disciplined for XX [INSERT REASON FOR ACTION. Identify specific concerns, rules, policies, laws, expectations violated]. Note, anything listed here MUST have been included in the pre-disciplinary notice Your actions are more fully described below.

**PRE-DISCIPLINARY INFORMATION** Describe here (use information from pre-disciplinary notice). Include all that is applicable. Must have been included in pre-disciplinary notice.

**SUMMARY OF PRE-DISCIPLINARY MEETING/RESPONSE** On DATE, you attended a pre-disciplinary meeting with me, xxx, and HRS Consultant. During the meeting you said xxxxxxxxxx.

**LINK ACTIONS TO VIOLATIONS OF POLICIES/WACS/CONTRACT CITED IN 2ND PARAGRAPH**

Identify how actions are tied to violations of policies, WAC, RCW and Contract Articles cited above.

The following is an example only:

You have a duty to carry out your responsibilities in a timely, trustworthy, efficient and effective manner and to adhere to the directives of your supervisor, department expectations and the policies of the University. You have a duty to refrain from the use of university resources for your own personal use. Your action in accessing non-work related sites constitute a neglect of your duty to carry out your duties in a trustworthy manner and in accordance with XXX and is a violation of WSU policies, Contract Article, State Law outlined below.

List policies and sections specifically.

* **CONSIDERATION OF LEVEL OF DISCIPLINE**

In determining the appropriate level of discipline to impose, I considered all the facts and circumstances surrounding your behavior, your length of service, your record to date and the seriousness of these offenses.

* **CONCLUSION**

In determining the appropriate level of discipline I considered …

Example Only I conclude that you are unable to be relied upon to safeguard the interests of the University or your employing department. Your actions impair our ability to carry out our mission and to provide the services needed to meet the needs of faculty and students. I have therefore determined that the appropriate discipline is your dismissal/demotion as outlined above.

* **IF APPLICABLE INCLUDE**

It is the intent of this disciplinary action to impress upon you the seriousness of your behavior. This letter is intended to convey to you the importance of meeting workplace standards and expectations. Future occurrences of conduct such as this or any other performance deficiencies may result in more severe disciplinary action, up to and including termination.

If you are experiencing personal problems which may be impacting your ability to effectively perform the duties of your position and conduct yourself appropriately, I encourage you to contact the Employee Assistance Program toll free at 1-877-313-4455.

* **APPEAL LANGUAGE**

In accordance with Article XXX of the Contract, this action is subject to the grievance process outlined in the Contract. You are entitled to representation.

Sincerely,

[hrs.wsu.edu/Appointing-Auth](http://www.hrs.wsu.edu/Utils/File.aspx?fileid=252)ority

Appointing Authority, Title

Department

CC: Appropriate Department cc:

HRS Employment Services

HRS Personnel File