HAND DELIVERED or REGULAR AND CERTIFIED MAIL

DATE

Name

Address

City, State Postal Code

RE: Pre-disciplinary Notice

Dear Mr./Ms. Employee Name:

In accordance with Article XX of the 20XX-20XX WSU/WSU Police Guild or WSU/Washington Federation of State Employees (WFSE) collective bargaining agreement (Contract), 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 WSU, which occurred on or about DATE or Month Year through Month Year.

Specifics as to why disciplinary action is being considered are outlined 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, trainings, commendations, etc.

In accordance with Article XX of the Contract, you may elect to have [insert applicable Contract information] e.g. (WFSE) one (1) official Union representative and/or one (1) Area Representative at the meeting.  If you choose to have a representative present it is your responsibility to make that arrangement. 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/appointing-authority](http://www.hrs.wsu.edu/Utils/File.aspx?fileid=252)

Appointing Authority,

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

 WFSE OR Police Guild (As Required by Contract)