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Due to the highly regulated and structured process of discipline under the Washington Administrative Code (WAC), it is strongly recommended that HRS be contacted for assistance prior to implementing any Disciplinary Action.

**Draft Only**  
Return to HRS for review prior to issuing to employee.

DATE Hand delivered or Sent by certified and regular mail

Employee  
Address  
City State Zip

RE: Disciplinary Action

Dear Mr./Ms. Employee Name:

- **NOTICE**

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

- **VIOLATIONS**

This disciplinary action is being taken pursuant to the Washington Administrative Code (WAC), specifically WAC 357-40-010 and 357-40-035. The following are examples only: You are being disciplined for neglect of duty, inefficiency, violation of WSU Executive Policy #4 Electronic Publishing and Appropriate Use Policy, violation of the Use of University Property BPPM 20.35.1, violation of Personal Use of University Resources BPPM 20.37.1 and violation of the Washington State Ethics Law regarding State Resources. Note, anything listed here MUST have been included in the pre-disciplinary notice.

You are being disciplined for brief description here. Your actions are more fully described below.

- **PRE-DISCIPLINARY MEETING SUMMARY**

Describe here (use information from pre-disciplinary notice) Include all that is applicable must have been included in pre-disciplinary notice.

Summarize pre-disciplinary meeting

On Date you attended a pre-disciplinary meeting with me, xxx, HRS Consultant. During the meeting you said xxxxxxxx.

- **LINK ACTIONS TO VIOLATIONS OF POLICIES AND WACS CITED IN 2<sup>ND</sup> PARAGRAPH**

Identify how actions are tied to violations of policies and WAC's 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

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a neglect of your duty to carry out your duties in a trustworthy manner and in accordance with WSU policies and is a violation of WSU policies outlined below.

List polices 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 this offense.

- **CONCLUSION**

In determining the appropriate level of discipline I considered...

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 only appropriate discipline is your **dismissal/demotion** from employment 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 applicable* - 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 at Lighty 286 or phone 335-1744 (use EAS reference if not on Pullman campus).

- **APPEAL LANGUAGE**

In accordance with 357-52-010 and 015 of the Washington Administrative Code, you have the right to appeal this action to the Washington Personnel Resources Board (PRB) 128 10th Ave SW, P.O. Box 40911, Olympia, Washington, 98504-0911. Such an appeal must be in writing and must be filed in the office of the PRB within thirty (30) calendar days of the effective date of this action. Additional information and forms are available at the Office of State Human Resources Director's website [www.hr.wa.gov](http://www.hr.wa.gov).

Sincerely,

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

Appointing Authority, Title  
Department

cc: Appropriate Dept cc:  
HRS Employment Services  
HRS Personnel File