

DISCIPLINARY DISCUSSION DOCUMENTATION MEMO

Instructions: This form is to be used as a guideline to draft the actual memo to the employee documenting the disciplinary discussion. Fill in and delete items in order to make this memo accurately reflect the problem, the history of the problem, your discussion, and the employee’s agreement to change.

CHICAGO STATE UNIVERSITY

Memorandum

DATE:

TO: (Employee Name) UID No.

FROM: (Supervisor Name)

SUBJECT: (Oral Reminder, Written Reminder, or Suspension)

This memo is to confirm our discussion on **(date)** about **(describe performance problem)**

(This problem) (Your performance) was discussed with you informally on **(date)**. You received a (name of step), the (first) (second) step of our formal corrective action procedure on (date). **(At that time) (Each time)** we discussed what was expected of you, and you agreed to correct the problem. Since then, you **(describe continuing problem)** The effect of this **(continued poor performance) (problem) (violation)** on **(the University) (your co-workers) (your department)** is so serious that you must show an immediate correction.

To indicate just how serious the situation is, I am (issuing) (recommending) that you be placed you (directly) into the (first) (second) (final) formal level of our corrective action procedure. I expect you to make the following change in your performance without delay: (describe desired performance) . In addition, I expect you to follow all our rules and procedures and perform every aspect of your job in a fully acceptable manner.

During our discussion today, you said:**(employee’s agreement and other important comments and your response)**

I’m confident of your ability to solve this problem and perform effectively in every area of your job since any further problems requiring disciplinary action may result in you being placed in the (next) (final) step of correction action (or if appropriate, additional correction action, up to and including termination from employment) .

Signed: (Supervisor) _____ Date _____

I have received a copy of this memo:

Signed: (Employee) _____ Date _____