

Department of Finance and Administration Human Resources

**Notice of Disciplinary Action Form**

R 3/11/24

|  |  |
| --- | --- |
| *Name of Employee (Last, First, MI)*Click or tap here to enter text. | *Date*Click or tap to enter a date. |
| *Office Name*Click or tap here to enter text. |
| *Personnel Number*Click or tap here to enter text. | *Business Area*Click or tap here to enter text. | *Personnel Area*Click or tap here to enter text. |
| *Name of Supervisor/Manager*Click or tap here to enter text. | *Phone number*Click or tap here to enter text. |
| *Title of Violated Policy/Employee Handbook Section***DFA Employee Handbook Section 1.16 Internet, Email, and General Computer Acceptable Use Policy and Section 1.1, No. 11**  |
| *Action Taken* [ ]  Verbal Warning [ ] Written Warning [ ]  Suspension [ ] Termination |

|  |
| --- |
| *Reason for Disciplinary Action*Section 1.16 of the Department of Finance and Administration (“DFA”) Handbook states the following: Internet, Email, and General Computer Acceptable Use Policy: "DFA employees may access, use or share DFA information only to the extent it is authorized and necessary to fulfill their assigned job duties. … Employees will face disciplinary action for inappropriate use of the DFA network.” The DFA Handbook at Section 1.1 Professionalism states: “Employees are expected to carry out their responsibilities and perform their jobs in a professional manner. ...” Section 1.1. also states: “Employees are prohibited from engaging in conduct listed below and may receive discipline up to and including termination for such behavior. … 11. Computer abuse, including but not limited to, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, possession of unauthorized passwords, disruptive behavior on the computer and non-work-related utilization of computer software or hardware.” |
| *Details of Misconduct*Click or tap here to enter text. |
| *Date(s) of Incident(s)*Click or tap here to enter text. |
| *Consequence(s) for the next Incident* Additional disciplinary actions may be applied up to and including termination. Termination has no further disciplinary consequences. |

**My signature below acknowledges receipt of this Disciplinary Action and does not indicate that I agree with this action.**

|  |  |
| --- | --- |
| *Employee's Signature*  | *Date* |
| *Supervisor's Signature*  | *Date* |