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Department of Finance and Administration Human Resources

**Notice of Disciplinary Action Form**

R 3/11/24

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| *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 3.13 Political Activity** | | |
| *Action Taken*  Verbal Warning Written Warning  Suspension Termination | | |

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| *Reason for Disciplinary Action*  Section 3.13 of the Department of Finance and Administration (“DFA”) Handbook states the following: Political Activity: "Arkansas State law prohibits State employees from engaging in partisan political activities during working hours. Employees are not to endorse candidates, including the Governor, in their official capacity as State employees. The State further prohibits the use of any campaign literature (including bumper stickers) on personal vehicles when using these vehicles in the performance of official duties for which they shall be reimbursed by the State. Please refer to TSS-OPM Policy 18.” |
| *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.**

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