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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 1.14 and Section 1.1, No. 16 Privacy and Confidentiality of Personal Information** | | |
| *Action Taken*  Verbal Warning Written Warning  Suspension Termination | | |

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| *Reason for Disciplinary Action*  Section 1.14 of the Department of Finance and Administration (“DFA”) Handbook states the following: Privacy and Confidentiality of Personal Information: "DFA employees are responsible to safeguard personal information to ensure the confidentiality of the Information. DFA will only collect personal information that Is required to pursue Its business operations and to comply with government reporting and disclosure requirements. …”  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. … 16. Unauthorized disclosure of confidential records or other confidential business information.” |
| *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* |