

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 1.1; No. 2 Professionalism; Inappropriate Behavior**  |
| *Action Taken* [ ]  Verbal Warning [ ] Written Warning [ ]  Suspension [ ] Termination |

|  |
| --- |
| *Reason for Disciplinary Action*Section 1.1 of the Department of Finance and Administration (“DFA”) Handbook states the following: Professionalism; Inappropriate Behavior: "Employees are expected to carry out their responsibilities and perform their jobs in a professional manner. Employees must conduct themselves in a manner that prevents all forms of impropriety, insubordination, placement of self-interest above public interest, partiality, prejudice, threats, favoritism, and undue influence. …” 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. … 2. Displaying disrespectful, insubordinate, and/or inappropriate behaviors toward a DFA customer, employee, supervisor, manager or administrator.” |
| *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* |