Shape, logo

Description automatically generated

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. 12 Professionalism; Misuse of DFA Property** | | |
| *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; Misuse of DFA Property: "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. … 12. Employees are prohibited from misusing or willfully neglecting DFA property, funds, materials, equipment, or supplies or stealing or possessing without authority any equipment, tools, materials, or other property of the DFA or attempting to remove them from the premises without approval or permission from the appropriate authority or taking or attempting to take property from the DFA, employees, visitors or customers.” |
| *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* |