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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 1.1; No. 18 Professionalism; Use of Vulgar or Obscene Language / Illegal Acts** | | |
| *Action Taken*  Verbal Warning Written Warning  Suspension Termination | | |

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| *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 prohibits.…18. Use of vulgar or obscene language, acts of moral turpitude, or any illegal act committed by an employee.” |
| *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* |