

EMPLOYEE DISCIPLINARY REPORT

Current Date _____

Date of Offense _____

Last Name First M.I.

MSU ID Number

Refer to Policy VI-C:

Offense Paragraph 2 _____

This is employee's 1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ offense of this nature during the past 12 consecutive months.

This is employee's 1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ offense or combination of offenses within the past 12 consecutive months.

Date of last offense _____

Previous disciplinary action during last 12 months

Give complete details regarding this offense and the resulting disciplinary action. (If additional space is needed, use separate sheet.)

I have read this report:

Employee's Signature Date

Supervisor's Signature Date

NOTE TO EMPLOYEE: You may request a hearing with your supervisor or the next level of supervision to discuss the offense. Policy VI-A, Staff Grievance, is available for all regular employees. In addition, Policy II-J, Terminations and Layoffs, is available for regular employees who are past the six-month probationary period.