



## Weber State University Reprimand and Discipline Form

Type of Reprimand:                      Verbal                      Written                      Suspension                      Discharge

Name of employee: \_\_\_\_\_ Department: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Date of Disciplinary Action: \_\_\_\_\_

Summary of the activity or problem for which the employee is being disciplined (include date or time frame during which the problem occurred):

Summary of the expected correction to the problem or activity for which the employee is being disciplined (include time frame for correction if applicable):

If action is suspension, for how many days \_\_\_\_\_ hours \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_

Signature of employee (certifying receipt) \_\_\_\_\_

Signature of Next Level Supervisor (dismissal only) \_\_\_\_\_

Signature of Director of Human Resources (dismissal only) \_\_\_\_\_

Distribution:    Oral Reprimand - 1 copy to supervisor, 1 copy to employee  
                      All other actions - 1 copy to supervisor, 1 copy to employee, 1 copy to Human Resources

NOTICE TO EMPLOYEE: This action is taken in accordance with WSU Policy 3-33 on Discipline. Further action under that policy will be necessary if the problem is not corrected. You have the right to appeal any action you feel is not justified. Your appeal must be received according to the provisions of WSU Policy 3-31 within 7 calendar days of this action.