

# UMBC HUMAN RESOURCES

## Disciplinary Action Form

**TO:** \_\_\_\_\_  
Employee's Name Employee's Title

**FROM:** \_\_\_\_\_  
Supervisor

**RE: Work Performance/Behavior**

**Date of Infraction:** \_\_\_\_\_ **Time of Infraction:** \_\_\_\_\_

**University Standard Violated:** (State specific policy or procedure)

**Details of Infraction:** (Please attach relevant supporting documentation)

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**Has the Infraction detailed above occurred before?**  Yes  No

**If yes, what personnel action was taken?** \_\_\_\_\_

**In response to the most recent Infraction, this shall serve as a:**

Written Reprimand  Disciplinary Suspension for \_\_\_\_\_ day(s)  
(From: \_\_\_\_\_ to \_\_\_\_\_)

**NOTE:** A copy of this disciplinary action form must be submitted to Human Resources to be placed in the employee's personnel file.

\_\_\_\_\_  
Immediate Supervisor Date Department Head Date

You may appeal this disciplinary action through the grievance procedure. Please be advised that any further occurrences of this nature may subject you to further disciplinary action which could include reprimand, disciplinary suspension without pay, involuntary demotion, or termination from University service.

I hereby certify that I have received a copy of this Human Resources Disciplinary Action form and understand that my signature implies neither agreement nor disagreement.

\_\_\_\_\_  
Employee's Signature Date