

University of Mississippi
Progressive Discipline Action Notice

To: _____
Employee's Name Department

Job performance is of paramount importance to the University. It is the policy of the University to assist employees in improving job performance or correcting improper conduct to avoid termination when possible. If any employee is performing unsatisfactorily or exhibiting improper conduct, the supervisor should work with the employee in an attempt to improve his/her conduct or performance.

If corrective action is necessary, a system of progressive steps consisting of increasingly stronger degrees of action will normally be followed as outlined below. Such actions are considered constructive measures for the correction of deficiencies in employee performance or conduct. **The nature or severity of the offense will determine the first step.**

DISCIPLINARY ACTION TAKEN: Explanations of these actions are provided on the following page.

Notice ___ Verbal ___ Written **Formal Warning** **Suspension/Form of Discipline** **Dismissal**

DESCRIPTION OF PROBLEM:

The specific problem is (including dates):

A resolution to problem is important because:

Assistance and/or previous warning offered by Supervisor:

Criteria for determining whether or not the problem is resolved:

Date(s) for progress review and follow-through meeting(s):

Other comments (i.e., supporting data, etc):

EMPLOYEE COMMENTS:

SIGNATURES:

Employee's signature below indicates receipt of above notice and does not imply agreement.

Employee's Signature	Date	Supervisor's Signature	Date
Witness	Date	Director of HR/Designee	Date

Progressive Discipline Actions Descriptions

1. **Notice** –A notice is generally a first step in a process of correcting minor deficiencies.
 - a. **Verbal Notice** – A verbal notice has been given by supervisor(s) as an attempt to counsel the employee and resolve deficiencies with performance or conduct before it becomes more serious in nature. A copy of this verbal notice will be retained in the department’s employee file.
_____ Date
 - b. **Written Notice** – A written notice was given by the supervisor(s) to indicate more serious deficiencies with employee performance or conduct. A detailed explanation documenting deficiencies, including dates, witnesses, and supervisor who gave the notice is maintained in a departmental file.
_____ Date
2. **Formal Warning** – After consulting with the Director of Human Resources or designee, a formal warning has been issued by the supervisor(s) due to the recurring nature of the deficiency. This warning outlines the specific deficiencies and actions required to improve on those deficiencies. The employee has also been notified that there is a future possibility of more serious actions including suspension and/or dismissal if deficiencies are not corrected in a timely manner. A copy of the formal warning notice has been sent to the Director of Human Resources to be maintained in the employee’s personnel file. _____Date
3. **Suspension** – A disciplinary suspension without pay action has been approved by the department head, the Director of Human Resources and/or the Executive Director of Equal Opportunity and Regulatory Compliance. The employee has been informed of their right to appeal to the vice chancellor or designee. A copy of the this notice has been sent to the Director of Human Resources to be maintained in the employee’s personnel file. _____ Date
4. **Dismissal** – The supervisor(s) has met with and informed employee or sent via Certified Mail (if employee no longer reporting to work) of the decision to dismiss him/her due to frequency or nature of offense(s) or because of continued substandard performance. Department has initiated appropriate documentation to dismiss employee after receiving approval from Director of Human Resources or designee. A copy of this notice has been sent to the Director of Human Resources to be maintained in the employee’s personnel file. **Employees against whom dismissal action is taken are to be advised in writing by the Director of Human Resources of such dismissal.**