



## WRITTEN REPRIMAND

UWF employees should be specifically advised that they are receiving a Written Reprimand and the reasons for such reprimand. Records of written reprimands shall contain only a brief description and the dates of the incident and reprimand, the names of the employee and supervisor, and the disciplinary standards violated.

Employee \_\_\_\_\_ Supervisor \_\_\_\_\_

Department \_\_\_\_\_

Date of Incident \_\_\_\_\_ Date of Reprimand \_\_\_\_\_

Brief Description of Incident:

Standard(s) Violated (refer to Standards of Conduct):

I understand that future violations may result in further disciplinary actions up to and including dismissal.  
(Note: Employee signature does not imply agreement with reprimand).

\_\_\_\_\_  
Signature of Employee

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