



AFSCME ORAL REPRIMAND

UWF employees should be specifically advised that they are receiving an Oral Reprimand and the reasons for such reprimand. Records of oral 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. Oral reprimands shall not be used as a basis for later disciplinary actions against an employee provided the employee has maintained a discipline-free work record for at least one (1) year. Such oral reprimands shall be marked "invalid in accordance with Section 7.3(b) any time after that one (1) year period upon written request of the employee." However, such reprimands can be used to show that the employee was warned in the past about his or her conduct.

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