



PBA 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 for purposes of progressive discipline, if the employee has maintained a discipline-free work record for at least one (1) year. Such oral reprimands shall be marked "invalid for progressive disciplinary purposes due to a one (1) year discipline-free work period, any time after the one (1) year period, upon written request of the employee." However, such oral reprimands can be used to show that an employee had knowledge of a concern or had previously been warned about an activity.

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