



WRITTEN REPRIMAND

UWF employees should be specifically advised that they are receiving an 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

cc: Human Resources