

Stephen F. Austin State University
Employee Counseling/Discipline Record

Employee Details

Employee Name: Click or tap here to enter text.

Position Title: Click or tap here to enter text.

Department: Click or tap here to enter text.

Campus ID: Click or tap here to enter text.

# Details of Disciplinary Action

**Action Being Taken (check all that are applicable):**

 [ ]  Oral Warning [ ]  Written Reprimand [ ]  Disciplinary Probation
 [ ]  Suspension [ ]  Demotion [ ]  Discharge

**Date of Incident/Action:** Click or tap here to enter text.

# Description

Provide a comprehensive account of the incident(s), unacceptable conduct, and/or unsatisfactory performance, including any relevant policy violations, any potential witnesses, prior warning dates, and any other pertinent details.

Click or tap here to enter text.

# Follow-Up and Improvement Measures

* Specify the action being taken and delineate the timeframes the employee must follow (if applicable).
* Provide a clear description of the specific, job-related, and measurable actions required to address the current issue with the goal of enhancing job knowledge, honing skills, or correcting unsatisfactory performance.
* Please specify the timeframe for improvement and include the next step should improvement not occur.

Click or tap here to enter text.

# Employee Acknowledgement

Employee Comments (if any) :

# Employee Signature (\*): Date:

(\*) Acknowledgement of receipt, not necessarily agreement with content

**Supervisor Printed Name:** Click or tap here to enter text.

# Supervisor Signature: Date:

If employee refuses to sign:

# Witness Signature: Date:

# Witness Printed Name:

*Refer to the University’s Handbook of Operating Procedures (*[*https://www.sfasu.edu/hop*](https://www.sfasu.edu/hop)*) and the* ***Discipline & Discharge (03-304)*** *and* ***Employee Grievance (03-305)*** *policies**for specific rights under the University’s rules and regulations. Questions about policies and procedures should be addressed to the Director of Human Resources, Room 201, Austin Building.* ***The original copy of all discipline records must be forwarded to the Office of Human Resources.***

Rev. 01/2024